

Library Services Assistant to the Director

Classified Full Time 36-40hr per week

Available Monday – Saturday

Education/Experience:

- ***High School Diploma or GED required, Relevant college degree preferred***
- ***Previous library work experience or related customer service experience***
- ***Information Technology experience***
- ***Willing and able to pursue library certification***

Nature of work Performs specialized library activities with independent judgment and action under the supervision of the Director. Provides administrative support to the Director. Areas of coverage include Board meetings, policies and procedures, and general bookkeeping assistance. Also responsible for duties outlined below as well as other duties as assigned.

Job Duties:

- Create and implement a regular schedule of programs and events with the assistance of the Director
- Attend meetings and related conferences as appropriate
- Maintain general JCPL email account and related records and reports
- Assist with weekly payroll and supervision of daily accounting
- Assist with facility use scheduling and related statistics record keeping
- Supervise the setup and cleanup of program space and assist presenters
- Prepare in-house publicity and upload events onto social media accounts.
- Evaluate programs by keeping a record of attendance and providing a monthly statistical report to the Director.
- Speak to community groups as requested
- Seek grants and other sources of funding for programs
- Attend continuing education programs
- Creates marketing materials, adhering to library branding and messaging styles and standard marketing principles and upload to social media and digital accounts.
- Oversees digital content including maintaining the visual appearance, organization, and accessibility of all library resources online (databases, electronic materials, and digital outlets)
- Create unique content, such as blogs, photos and videos, to promote library awareness and usage for delivery through email, social media, and the Library's website
- Assist with strategy, planning, and evaluation of new tools, sites and applications as part of the Library's online presence.
- Instructs and trains staff around management of digital content (district records, digital files, and network drives)
- Oversees implementation of makerspace and technology/stem programming.

Library Service Responsibilities

- Assists patron in the use of library materials and services, including basic reference and readers' advisory services, in person and by phone
- Uses the library's automated system to check materials in/out, process holds and interlibrary loans, register new cardholders, collect fines/fees, and answer inquiries
- Assists customers with the use of library equipment, including but not limited to the online catalog and public computers
- Perform data entry tasks including entering cardholder registration, library databases updates
- Performs activities related to the retrieval of overdue materials, including preparing/sending notices, checking shelves, and responding to questions about overdue notices
- Carries out opening and closing routines including cash drawer
- Catalogs some library materials under the supervision of the Cataloging Specialist
- Provides knowledgeable assistance to local history and genealogy researchers
- Performs duties related to rotating collections, collection maintenance, and physical processing of materials
- Plan and participate in children/teen programs, as well as, other activities for the library.
- Performs related work as required and assigned for the efficient and effective operation of the library
- Assists in keeping library clean and neat
- Knowledge of and commitment to excellent patron service
- Ability to work effectively despite frequent interruptions
- Ability to handle patron relations and challenges objectively
- Good interpersonal and communication skills, in person, by phone, and online
- Skilled at working cooperatively and collaboratively with customers and staff to achieve results
- General knowledge of the library's services and materials
- Ability to understand and follow oral and written instructions
- Ability to see, read, and understand catalog records and to apply the information they contain
- Ability to operate and perform routine maintenance on equipment including the telephone, FAX, copier, printer, and other office equipment.
- Flexible, adaptable, and able to flourish in a changing environment
- Dependable, motivated self-starter able to work a flexible schedule, including evenings and weekends
- Ability to obtain and secure library certification
- Any other duties as assigned by the Director

Physical Demands:

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively Work extensive hours at the computer screen. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the workday. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 30 pounds. Proper lifting techniques required. Push and pull fully loaded 50-100 pound book trucks, Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.

NOTE: This job description does not necessarily reflect all aspects of the job function. The job description is not a contract between the Library and the employee. The Jackson County Public Library is an at will employer. The job description duties may be changed at the discretion of the Library and/or the Library may request the employee to perform duties that are not listed on the job description.

Additional Comments

Jackson County/McKee is located 50 miles southeast of Lexington and the library serves approximately 13,494 people.

Salary Based on experience and qualification

Benefits Paid holidays, vacation and sick leave.

Optional health and retirement plans.

Application Procedure Please send your application, cover letter and resume, listing your qualifications for this position and at least three professional references

Jackson County Public Library

Ashley Wagers

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McKee, KY 40447

606-287-8113

The Jackson County Public Library is an equal opportunity employer. No person will be denied employment on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability, veteran status, military obligations, and marital status.