

Position: Library Assistant I

Reports to: Library Director

Beginning Date: After February 16

Hours: 8-10 hours per week

Pay: \$14.50/hour

Job Summary: The Library Assistant's primary role is to perform a variety of customer service, circulation, and technical services duties to ensure quality library service and a positive library atmosphere. The Library Assistant will also assist in other library tasks as needed.

Essential Duties:

- Perform all aspects of managing the circulation desk:
 - Greet and assist patrons in-person and over the phone
 - Receive returned materials and accurately route them to the correct destination
 - Assist patrons with library services including faxing, informational inquiries, retrieval of items, copying, printing, and technology questions
 - Handle cash transactions for fines, fees, and donations
- Process new library materials
- Use library's ILS system (SirsiDynix software) and other library equipment and software:
 - Perform registration of new patrons and input patron information
 - Renew and modify patron checkouts
 - Accept patron fines
 - Demonstrate to patrons how to search the online catalog and place reservations on materials
 - Assist patrons with troubleshooting or getting started with online library resources on various platforms and mobile devices
- Enforce patron behavior and use policy and monitor the facility for cleanliness and public appeal

Additional Duties:

- Assist library staff with program setup and cleanup as needed

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- Create and maintain displays where needed, monitor new materials and shelving, and manage inventory of newspapers and magazines

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, and Abilities:

- Strong technology skills including familiarity with Microsoft Office, internet searching, and email
- Exceptional organizational and problem-solving skills including flexibility and adaptability and ability to work accurately and maintain attention to detail in an atmosphere of frequent interruptions
- Ability to maintain the confidentiality of sensitive information
- Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as needed
- Ability to interact and communicate effectively with patrons, visitors, co-workers, management, and others using courtesy, tact, and good judgment
- Ability to operate standard office equipment
- Knowledge of library policies, procedures, and rules
- Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities
- Physical ability to perform required duties of the position

Required Education or Experience:

- General office experience, retail experience, or library experience preferred
- Successful completion of City of Omro background check
- A combination of education and experience, which provides the applicant with the required knowledge, skills, and abilities, will be considered.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is moderate. Work requires standing and/or sitting for extended periods of time, using a computer workstation, and other office equipment. Work hours will include evenings and weekends as scheduled. Outreach and community engagement activities may occur off-site and in other community locations.

Physical Demands:

- Ability to work in confined spaces
- Bending, twisting, and reaching
- Far vision at 20 feet or further, near vision at 20 inches or less
- Fingering: keyboarding, writing, filing, sorting, shelving, and processing
- Handling: processing, picking up and shelving books
- Lifting and carrying: 50 pounds or less
- Pushing and pulling: objects weighing 60-80 pounds on wheels
- Sitting, standing, walking, climbing, and stooping
- Talking, hearing, and use of telephone

Selection Guidelines:

Please submit a resume and two references to director@omrolibrary.org if interested. Applications will be accepted until 1/23/2026.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.