



Assistant Librarian: Part Time

(This position is non-exempt from FLSA regulations)

Nature of work: Under the supervision of UMFPL's Public Services Librarian, this Assistant Librarian helps patrons of all ages with their accounts and circulation of materials, and with the use of library resources and equipment. This paraprofessional position provides support for the promotion of library services, initiatives, and outreach activities, through contributions to marketing and social media, in addition to regular tasks shared among all Assistant Librarians.

Essential Responsibilities:

- Perform all routine procedures and assist the public from multiple service points throughout the library (Front Desk, Information Desk, and Children's Room Desk.)
- Assist patrons with involved questions regarding library accounts and with obtaining or accessing print and electronic resources.
- Provide computer and technical assistance including basic troubleshooting of library equipment.
- Perform clerical duties including: processing incoming deliveries, overseeing supplies and reorders, sorting/distributing the mail, maintaining the supply of forms or promotional materials, and shredding or filing confidential files.
- Assist with the creation of marketing materials for library services and events (flyers, brochures, website, & social media updates, etc.)
- Assist in monitoring the behavior and conduct of library patrons and enforcing UMFPL policies.
- Assists all staff to maintain a neat, orderly appearance of the Library.
- Assist the professional staff with the development and implementation of Library programs, promotions, or outreach activities.
- Assist with the development, maintenance, de-selection, and promotion of print and digital resources.
- Serve as a substitute for other assistant librarians, when necessary.
- Other duties as assigned.

Job Requirements:

- **Knowledge:** This position requires a working knowledge of library principles, organization, operations, procedures and excellent computer skills. Candidates should have familiarity with Microsoft Office and Google products.
- **Skills and Abilities:** This position requires strong customer service skills and ability to master a range of library software; ability to perform a variety of duties with minimal supervision, to communicate orally and in writing, to follow written and verbal instructions; ability to establish and maintain effective working relationships with coworkers, supervisors and the public.

- Education and Experience: The above knowledge, skills and abilities are typically acquired through a bachelor's degree in liberal arts or library science, and some experience in library operations.

Physical Demands

- Frequent walking, standing (upwards of two hours at a time) and sitting.
- Position involves lifting and carrying at least thirty (30) pounds and the ability to push at least one hundred (100) pounds on wheels.
- Extensive bending, stooping, pulling, reaching, handling and feeling.
- Manual dexterity; ability to operate computer keyboard and mouse.
- Good vision; correctible to 20/20 and in color.
- Clear speaking voice and good hearing.

General Requirements for All Library Employees

- Ability to project workplace image of specific job title
- Ability to adapt to change
- Ability to develop and maintain positive working relationships with co-workers
- Ability to comprehend and follow library policies and procedures
- Ability to develop an awareness of library-wide operations
- Ability to exercise good judgment at all times
- Ability to meet physical requirements of specific job title
- Participation in regular staff meetings
- New employees are required to pass a current Pennsylvania Child Abuse History Clearance, PA State Police Criminal Record Check, and FBI Background check prior to beginning employment. The Library will assist in arranging this and reimburse costs after completion. All public library staff are Mandated Child Abuse Reporters

EOE/ADA