

Marcellus Free Library Position Description

Part-time Library Trainee

The Library Trainee works both independently and as part of the entire Marcellus Free Library staff to achieve the mission and goals of the Marcellus Free Library. This position is meant to help paraprofessionals develop knowledge and skills in the principles, practices, objectives and techniques of libraries. As such, trainees will complete responsibilities traditionally expected of both pages and clerks and will take on further responsibilities as delegated by librarians.

The Library Trainee is responsible for assisting librarians with duties like shelving books, collection projects, helping library patrons find specific materials and resources, answering questions or checking out materials at the circulation desk, and issuing library cards. The Library Trainee also organizes books and reference materials, answers phone calls, cleans the library, sets up rooms in the library for programs, and plans or hosts events as needed with librarians.

Examples Of Clerking and Page Duties the Library Trainee will perform:

- Staff the library's circulation desk, as scheduled by the Public Services Coordinator.
- Checkin and checkout various library materials using the Polaris LEAP system.
- Register new patrons, and issue new and replacement borrower cards.
- Collect overdue fines and fees for use of the library's copy machine, fax machine and printer.
- Assist patrons in the use of the library's copy machine, fax machine and printer.
- Provide technical support to patrons in the use of the library's computers and all installed software, including the Polaris Leap online catalog, and the library's website.
- Provide reader advisory services to patrons.
- Recommend materials for acquisition by the library.
- Update databases and files, as needed.
- Sort and shelve books.
- Assist patrons wherever necessary, but especially with locating materials, placing reservations, and learning about library programs and policies.
- Supervise the library for security and behavior issues.
- Perform library opening and closing duties, as needed.
- Answers front desk phone calls and patron inquiries by phone.
- Service patrons of all ages and backgrounds.

Additional Duties of Library Trainee:

- Assist the Librarians with programming as needed.
- Create promotional materials as needed to promote library programs and services.
- Assist with collection projects assigned by librarians.

Knowledge, Skills and Abilities Required:

- Knowledge of and commitment to the library's mission, principles, and policies.
- Commitment to providing excellent public service.
- Strong desire and ability to work and contribute to a highly collaborative work environment.
- Customer service experience.

- Research and memorization skills.
- English, math and computer skills.
- Attention to detail.
- Ability to adapt to changing needs, recognize and set priorities, and to plan, coordinate and organize own work and work of others.
- Ability to interact with library staff and public using courtesy, patience, tact and good judgment.
- Ability to work with a diverse population and handle different types of customer situations.

Qualifications

Currently enrolled in a Master's program in Library Science or Library and Information Science (MLS/MLIS) from an ALA accredited school. Demonstrated knowledge of and competence using various technologies, including: desktop computers and software, fax machines, copy machines, and printers. Experience with integrated library systems preferred.

Physical Requirements

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to reach with hands and arms, stand, walk, sit, talk, and hear. The employee is occasionally required to kneel and crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Equal Employment Opportunity

The Library is an Equal Opportunity Employer. The Library does not discriminate and will not tolerate discrimination on the basis of a person's race, religion, creed, color, sex, age, national origin, citizenship or immigration status, disability, sexual orientation, gender identity or expression, transgender status, gender dysphoria, marital status, family status, pregnancy, military status, veteran status, genetic information including predisposing genetic characteristics or carrier status, arrest or conviction record, domestic violence victim status, or any other legally protected class or status recognized by federal, state or local law.

Compensation

The position starting rate is \$16.00/hour.

To Apply

Please submit a cover letter, resume, and contact information for three references to sbrandt@onlib.org. Applications will be reviewed immediately; the position will remain open until filled.