



ZION-BENTON PUBLIC LIBRARY

Title:	Library Substitute Associate
FLSA Status:	Non-exempt, Part-time, Non-supervisory
Reports to:	Adult Services Coordinator
Schedule:	Schedule will be on an as needed basis after regular training. Schedule will vary and requires day, evening, and weekend hours.
Wage:	The salary range is from \$18.41 to \$27.10 per hour, depending on qualifications.
Jobs Supervised:	Aside from coordinating with volunteers, no supervision required.
Job Summary:	Responsible for providing gracious, friendly, and responsive service to adults, children and families of all ages and skill levels in a highly diverse community. The person in this position is a team player who loves books, movies, music, and people, keeps abreast with technology trends, and enjoys connecting with others who share those interests. May be asked to help staff off-site outreach efforts.

Duties and Responsibilities:

- Creates and maintains a welcoming environment for library users
 - Staffs Service Desks
 - Greets library visitors as they enter the library or department
 - Moves about the department and provides service at the point of need
 - Monitors patron behavior, handling problems per established procedures and referring to security monitors as necessary
- Fosters a love of reading through enthusiastic and responsive readers, viewers, listeners advisory
 - Regularly reads for pleasure
 - Demonstrates lifelong learning
 - Keeps current on professional and technical issues and trends
 - Engages library visitors in discussions about books, movies, music, and other information resources
- Assists and instructs individuals in using library resources in a variety of formats
 - Performs effective and efficient reference interviews
 - Assists patrons with a variety of devices, online resources community support, and library services
 - Locates and places holds on materials owned by the library or others within the library consortium
 - Places interlibrary loan requests
 - Requests materials for purchase as appropriate
- Facilitates program registration and meeting and study room usage
 - Keeps up with programs and events that are happening in the library
 - Registers patrons for programs and events
 - Assists patrons in reserving meeting and study rooms
 - Reserves meeting and study rooms for staff as needed
- Attends and participates in staff, department, and other job-related meetings or training as is convenient or necessary
- Performs other duties as assigned



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Contacts: Patrons, volunteers, other library staff, and peers at other organizations

Working Conditions: Normal office conditions

Physical Demands:

- Requires full range of motion, including standing, sitting, or walking for extended periods
- Requires bending, stooping, and reaching to retrieve library materials
- Must be able to move a two-sided book cart loaded with books and other library materials
- Must have dexterity and eye-hand coordination to move materials or operate automated equipment
- Must be able to lift boxes of books, paper, or other items weighing up to 40 lbs.

Education, Experience, and Skills Required for Entry Into the Job:

- Bachelor's Degree or equivalent combination of education and customer service experience
- Ability to work with frequent interruptions
- Comfort with a variety of computers, electronic devices, and online services and applications
- Ability to work with patrons of all skill levels and ages
- Ability to read, write, and speak Spanish is a plus

Special Requirements:

- Access to reliable transportation to work at the library and offsite as needed
- Schedule will vary and include evenings, weekends or other library hours

General Requirements for all library employees:

- Commitment to providing uniformly gracious and friendly service to all people
- Ability to establish and maintain harmonious working relationships
- Commitment to the library's mission and goals
- Ability to read, write, and speak English
- Ability to give and receive instructions in English
- Alpha-numeric recognition skill
- Ability to exercise good judgment
- Ability to use basic office equipment: telephone, fax, email
- Ability to work independently
- Ability to contribute to a team
- Honest, punctual, accurate, able to maintain confidentiality
- Ability to pass a criminal background check

This is a part-time position for a library-wide substitute staff member that includes limited benefits, such as pro-rated personal time off. Schedule will vary and requires day, evening, and weekend hours. Starting pay range: \$18.41 to \$27.10 per hour, depending on qualifications.

To Apply: email cover letter, resume, and online application to Lindsay Frey, Adult Services Coordinator at lfrey@zblibrary.org. The position will be open until filled.

Zion-Benton Public Library District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.