

**Waterloo Public Library  
Library Assistant – Part-time (20 Hours)**

**Title:** Library Assistant  
**Department:** Circulation Services  
**Reports to:** Circulation Manager

**Job Purpose:** Assists patrons in use of library services and provides paraprofessional services in support of library staff and managers in all library departments.

**Key Responsibilities**

1. Provides customer service to patrons and provides general information about library services and facilities; greets and directs patrons and assists them with locating materials for personal use; shows patrons how to use online catalog and looks up items for their location and availability; ensures information on availability of materials is correct; places reserves or holds on items and notifies patrons of received reserved items; checks out materials and/or answers questions regarding the self check; works at the Circulation Desk, Welcome Desk; answers phones, updates patron records as needed; and books meeting rooms.
2. Checks the book-drops for returned materials; accurately and thoroughly checks in and sorts all materials; searches for and requests unavailable and new books; and checks materials that are reserved and sends emails or notifies patrons when available.
3. Prints and processes reports for overdue materials; checks shelves for overdue or lost materials and notifies patrons via email or mail if materials are not located; and collects paid fines for overdue or lost materials and counts money at end of day.
4. Issues patron library cards; verifies address and patron information on library application; enters information into system; and provides replacement cards and patron or material barcodes as needed.
5. Uses automated circulation system to identify and remedy any database concerns such as final bills, patron files, undeliverable email file, lost materials and unfilled holds; and uses automated circulation system to create promotional or featured lists on the internet.
6. Presents programming for public, such as internet classes in both English and Spanish language; assists at reference desk.
7. Performs all duties in an accurate and professional manner.

**Minimum Qualifications: Bachelor's degree required.** Candidates must have excellent oral and written communication skills and be able to work effectively with the public. Experience working with computers including Microsoft Windows and Office applications, email, internet searching, and keyboarding required. Proficiency in Spanish is beneficial, but not required.

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The above statements reflect characteristic duties and responsibilities of the position and are not intended to limit the organization's right to assign, direct and control duty assignments.

**Wage:** \$22.60; probationary wage \$.50 less per hour (Probationary exception for lateral promotion)

Submit letter of application and current resume as attachments to [hireme@waterloopubliclibrary.org](mailto:hireme@waterloopubliclibrary.org) by 5:00 p.m., Friday, May 25, 2018.