

**Waterloo Public Library
Library Assistant - Part Time (20 Hours)**

Title: Library Assistant
Department: Reference Services
Reports to: Reference 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. Explains and assists in use of reference resources to locate information; answers reference questions received in person or by telephone, mail or email; searches files, reference shelves and computerized information systems to locate requested information; refers questions on complicated reference subjects to Reference Librarian and refers patrons to appropriate sources outside the library; accurately evaluates the sources used and the quality of the information obtained in order to meet the patron needs.
2. Helps patrons in the use of library computer systems and multimedia equipment; answers basic questions on use of computers including internet usage, word processing, email and printing.
3. Designs, creates and promotes library services; creates book displays; researches ideas and designs layouts; creates signage on computer or by hand; assembles displays; composes booklists for Courier and library; writes and edits book reviews; and composes bibliographies and pathfinders.
4. Provides general assistance to patrons; works other departments when needed.
5. Assists with general upkeep of library; shelves materials or returns books to reshelving areas; checks microfilm; attends departmental meetings; and provides reports on information department activity.
6. 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 by 5:00 p.m., Friday, May 25, 2018.