



Stow • Munroe Falls
PublicLibrary

Job Title:	Public Services Assistant
Department:	Circulation Services
Pay Grade:	2 - \$13.00 per hour
Hours per week:	20/ Part-time
Supervises:	none
Reports to:	Head of Circulation Services
	Date Posted: 11/20/2024 Expires: 12/13/2024 Expected Start Date: 1/6/2025

Position Summary:

Under general direction, the Public Services Assistant performs circulation services.

Duties and Responsibilities: *This list is illustrative, but not exhaustive for this position.*

- Answers phone and call patrons to resolve issues
- Checks materials in and out to patrons
- Issues library cards
- Operates cash drawer and tallies money
- Performs all circulation duties according to priority
- Performs shelving duties, including shelf maintenance
- Processes interlibrary loan materials
- Provides general services to patrons
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Retrieves items from the daily holds list
- Performs additional duties as assigned

Qualifications:

Education and Experience:

- GED or a high school diploma

Knowledge, Skills, Abilities:

- Communicate effectively in written and oral form
- Proficient in Microsoft Office Suite and related library software
- Develop and maintain effective working relationships with Supervisors and co-workers

- Interact and communicate appropriately with patrons and staff
- Present a positive, professional image to the public

Working Conditions and Physical Requirement:

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low- to- moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment, avoidance of trips and falls, and observance of fire regulations. Employee is occasionally exposed to minor cuts and other injuries.
- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the Library is open to the public. Includes evenings and weekends.

Application Procedures:

- Please attach a cover letter, resume, and application form
- Email completed applications to Katie Allen, Human Resources Specialist
 - Incomplete applications will not be reviewed.

Kallen@smfpl.org

The Stow-Munroe Falls Public Library welcomes and values all people and strives to provide an inclusive environment for patrons and staff. We are responsive to the needs of the community, and seek to dismantle barriers, while providing equitable access and services to all people, regardless of race, ethnicity, age, gender identity, religion, sexual orientation, ability, or economic status. The Stow-Munroe Falls Public Library is an equal opportunity employer.