**POSITION SUMMARY:**

Under direct supervision of the Reference Librarian Supervisor and Director, the Assistant Reference Librarian is responsible for routine library tasks and assisting library users as needed at the Reference Desk. Duties include assisting adults and teens in selecting library materials, using library resources, providing reading suggestions and research assistance. In addition, reference staff assists patrons with computers, printing, and copying and provide general technical assistance to patrons and staff.

**KEY RESPONSIBILITIES:**

- Helps to establish and maintain a high level of customer service performance standards.
- Answers reference, research, and readers' advisory questions.
- Trains patrons in use of online catalog, online resources, and library technology.
- Assist patrons with technology and internet issues.
- Maintain confidentiality in all patron and staff interactions.
- May create marketing materials for print and digital platforms using appropriate software.
- May assist with library programs for adults including book discussions or book talks, information literacy instruction, library tours, and other programs as community needs dictate.
- Perform other related duties as assigned.

**EDUCATION/QUALIFICATIONS:**

- Associate's degree or equivalent from a two year-college or technical school required preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Intermediate to advanced skills in word processing, spreadsheets, online search tools and social media.
- Communicate clearly and concisely, orally and in writing, including formal communications and making presentations.
- The ability to set priorities, work independently, and make independent decisions when circumstances warrant.
- Exceptional customer service.
- Strong organization skills and the ability to concentrate on a task despite frequent distractions.
- Maintain regular job attendance in accordance with a schedule established for the position by the Director.
- Knowledge of current developments, trends, practices and philosophy in library services.
- Bilingual ability in Spanish is highly desirable.
ESSENTIAL PHYSICAL ABILITIES

- Performs manual labor while participating in the completion of various operational tasks, such as setting up tables for programming.
- Must be able to lift and carry books or boxes weighing up to 50 pounds.
- Able to push a fully loaded book-cart weighing up to 200 lbs.
- Periodic walking, standing, stooping, sitting, reaching, required in normal course of performing essential duties.
- Talking, hearing and seeing are essential to effective performance of the job.
- Common eye, hand, finger dexterity required for most essential functions.

COMPENSATION

- $12.00 per hour
- Paid Personal Time Off
- IPERS (Iowa Public Employees’ Retirement System)

Applications are available at the Checkout Desks or online at www.kylib.org. To apply, provide a resume and completed application at the Checkout Desk or email Ketta Lubberstedt-Arjes at kettala@kylib.org. Preference is given to applications received by September 15, 2021.