



JOB POSTING – April 12, 2018
Deadline-May 4, 2018
Part Time Evenings Library Assistant
Holyoke Public Library

Position Summary: Performs customer service for library patrons at the Library Circulation desk.

Essential Functions: Assists patrons with self-check circulation equipment and procedures. Checks items in and out. Registers patrons for library cards. Communicates policies to patrons. Fills patron's requests, issues fees/fines. Answers telephone. *The essential functions or duties listed above are intended only as examples of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Knowledge, skills, and abilities required: Must be proficient in business English, arithmetic, and able to spell accurately. Must be able to maintain accurate clerical records and prepare reports from such records. Requires knowledge of standard office practices and procedures. Ability to communicate effectively orally and in writing. Some knowledge of the principles and practices of library work, and demonstrable comfort with appropriate library applications, for instance the library catalog system. Ability to work with library customers of all ages and staff in a prompt, friendly, and efficient manner. Ability to operate a personal computer to use a library catalog system and other standard office equipment satisfactorily.

Additional knowledge, skills, and abilities preferred: Ability to understand and speak Spanish.

Experience required: At least two years of clerical experience or any equal combination of education and experience.

Education, certification, licensure, or other similar required: High school graduate or GED.

Additional education, certification, licensure, or other similar preferred: College library courses

Supervision: Work is performed under the administrative direction of the Assistant Director and Director.

Job Environment: Work is performed under typical office and library conditions; the noise level is fairly quiet. Operates computer, telephone, fax machine, copier, calculator, and other standard office equipment. Employee has frequent contact with the public including children, vendors, and other public groups. Contacts are in person, by email or by telephone and involve an information exchange dialogue. Errors could result in injuries to other employees, damage to the library building and equipment, and delay or loss of library services.

Physical Requirements: Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects. Ability to view computer screens and work with details for extended periods. May move objects weighing up to 30 pounds. *The physical demands described above are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation(s) if needed will be provided for the employee with the adequate strength, dexterity, coordination, and visual acuity in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.*

Fair Labor Standards Act (FLSA) status: Non-Exempt (hourly)

Employment status & hours: Regular Part Time (minimum of 20 hours per week)

Monday through Thursday 5:00 PM - 8:30 PM & Saturday 8:30 a.m. - 4:00 P.M.

Pay rate: \$11.83 per hour for evening hours, \$11.53 per hour for daytime hours, biweekly

Employee Benefits: Health, Dental, Life Insurance & Flexible Spending Account.

Please email a letter of interest and your resume to:
library@holyoke.org

The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category.