

**Maywood Public Library District**  
Job Description

**Position Title:** Library Assistant

**Position requirements:** Non-exempt

**Reports to:** Information Services Manager, Youth Services Manager

**Essential Functions:** Assist in the Adult and Youth Services departments with patron reference interactions and programming.

**Responsibilities/Duties:**

- Assists patrons with online resources and in-person materials/devices
- Assists with planning and implementing library events and programs under the supervision of the department managers
- Resolves or reports personnel issues and issues affecting the patron experience (facilities, technology, staffing, etc)
- Participates in staff meetings
- Follows library procedures and policies
- Promotes library services and programs in the community
- Engages in professional development and continuous learning
- Stays current with trends related to technology, social media, news, and library service
- Acts as Shelver as needed
- Assists with other departments as needed
- Performs other tasks as assigned.

**Qualifications for appointment:**

- High School diploma or equivalent, some college preferred, plus one year customer experience, library experience preferred
- Fluency in Spanish (preferred but not required)
- An excellent communicator, critical thinker, and decision maker
- Ability to pay attention to detail and work independently.
- Ability to carry out oral and written instructions
- Supportive of the Library's efforts to provide equitable service to its patrons
- Able to thrive in an ever-changing environment with people from all backgrounds and age groups
- Able to work efficiently in a fast-paced environment
- Ability to bend, stoop, reach, stand, and walk for long periods of time
- Must be able to move materials weighing up to 50 lbs
- Must be able to push a cart of books weighing roughly 100 lbs
- Available to work mornings, evenings and weekends as schedule requires

**Date:** approved July 2022