

**Columbus Public Library**  
**Adult Programming Library Assistant I Job Description**

- ✓ Reports to the library director
- ✓ 28 hours/week on a variable schedule, including some evenings and weekends.
- ✓ \$13.77/hour
- ✓ Benefits: Eligible for state retirement; paid time off; not eligible for health, dental, vision or life insurance

**Adult Services Duties**

1. Responsible for adult programming, planning, and execution.
2. Collects and reports statistics and stories around adult programming efforts.
3. Member of the Programming Team: helping other programming staff brainstorm, plan, and put on a wide variety of programs for adults, children, and families.
4. Ability to work well with all kinds of people, from a wide range of ages and interests.
5. Participate in marketing efforts around all library programming, with emphasis on collecting and collating newsletter content, promotion of special events, website cover stories and post-program social media updates.

**Library Assistant Duties**

6. Performs circulation desk procedures, such as checking materials in and out, registering patrons, collecting fines, etc.
7. Checks in deliveries of interlibrary loan materials.
8. Requests interlibrary loan materials.
9. Assists patrons with ready-reference and routine reader's advisory service.
10. Handles overdues.
11. Processes, withdraws, repairs, or reconditions library materials.
12. Shelves library materials and reads shelves as needed.
13. Sorts and routes mail.
14. Assists patrons with operation of library computers and equipment.
15. Provides information and recommendations that can be used for materials selection.
16. Performs light housekeeping.
17. Performs other duties as assigned.

**Knowledge and Abilities**

1. Above all else, must be happy to provide outstanding service to patrons and staff alike.
2. Must be tech savvy.
3. Very strong written and verbal communication skills.
4. Ability to maintain confidentiality of library patron information.
5. Ability to follow detailed directions.
6. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
7. Knowledge of and abides by all library policies.
8. Participates in appropriate continuing education activities.

### **Physical Demands of the Position**

1. Ability to work in confined spaces.
2. Bending/twisting and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. Fingering: keyboarding, writing, filing, sorting, shelving and processing.
5. Handling: processing, picking up and shelving books.
6. Lifting and carrying: 50 pounds or less.
7. Mobility: travel to meetings outside library.
8. Pushing and pulling: objects weighing 300-400 pounds on wheels.
9. Sitting, standing, walking, climbing, stooping, kneeling and crouching.
10. Talking and hearing: use of the telephone and computers.

Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

To apply, please submit a cover letter, resume and supplementary information\*, in pdf format, to Cindy Fesemyer, the Library Director: [cindy@columbuspubliclibrary.info](mailto:cindy@columbuspubliclibrary.info). Application materials are due no later than 5:00 pm Monday, December 10, 2018.

\*In your supplementary information, please include details of your interest and/or experiences with:

- ✓ Creating engaging programming for adults
  - Give an example of what you might like to add to the library's adult programming line-up.
- ✓ Marketing and public relations
  - Include a sample of a short Facebook post you might write to promote one of our existing programs.