

Raymond A. Whitwer Tilden Public Library

202 S. Center St. Tilden, NE 68781

402-368-5306

csimeon@tildenlibrary.org www.tildenlibrary.org

POSITION OF ASSISTANT LIBRARIAN

Job Description:

This is a permanent part-time position. At this time, days and hours include:

Mondays and Tuesdays 2:00 pm – 6:00 pm

Thursdays 1:00 pm – 6:00 pm

Saturdays 10:00 am – 2:00 pm

for a total of 17 hours per week. Additional hours will be available during special events and activities, as well as filling in for other staff members. The starting wage for this position is \$15.00 per hour, paid bi-weekly. There will be a 30-day probation period.

Applicant will be responsible for general library operations such as daily use of the online Library Management program for checking in/out material, obtaining reports, registering new patrons, and working with the online catalog. Other duties include shelving books and material; daily collection of overdue material; entering data; retail sales; and assisting customers with needs such as in the computer lab, suggesting reading material, research questions, making copies, sending faxes/email, and opening /closing the library.

Applicant should also be willing to enter into the Library Certification program offered through the Nebraska Library Commission. This is a certification program consisting of mandatory and elective online library training classes.

Skills and Qualifications:

- The applicant must be proficient in the use of computers with a knowledge of computer software, online programs, email, files, attachments, search engines, keyboarding.
- Possess excellent Customer Service and social skills in person and phone, able to tend to children and adults.
- Skillful at spelling, alphabetizing and organizing.
- A quick learner, able to work on their own, and multitask.
- Should be creative and imaginative.
- Knowledge of books and authors is a plus, but not mandatory.

* Please note - Because this job can be physical at times, it is necessary for applicant to be able to access high & low shelves and cabinets, bend, climb stairs and lift objects.