

TITLE: REFERENCE PARAPROFESSIONAL
REPORTS TO: ADULT SERVICES MANAGER
LIBRARY: SPRING LAKE DISTRICT LIBRARY
PAY: \$15.00 HOURLY

NATURE OF WORK:

This position uses the computerized circulation system and all available library technology to assist and instruct library patrons in reference questions and other library techniques under the direction of the Reference Department head. The position also participates in planning and presenting library programs.

EXAMPLES OF WORK

Listed examples are illustrative and representative of the tasks required of these positions but is not intended to be complete or exclusive of this position.

- Assumes responsibility for library operations in the absence of the Library Director, Adult Services Manager and Youth Services Librarian. The chain of command will determine who will be the responsible person.
- Works with computerized circulation system.
- Interprets and answers reference questions using the computerized circulation system and all other available resources.
- Locates materials quickly upon request.
- Assists with researching, evaluating, selecting and organizing library materials.
- Plans and implements library programs under the direction of professional staff and the Library Director.
- Remains current concerning the operation and use of the automated library system and bibliographic database searching techniques using computer databases.
- Maintains and/or processes a variety of departmental records, forms, reports, logs and files.
- Communicates effectively both orally and in writing.
- Works courteously and tactfully with library patrons and employees.
- Ability to establish and maintain effective working relationships with the public and fellow employees.
- Assists with creating promotional materials and displays.
- Provides directional and other basic information regarding the use of library facilities, services and collections.
- Types accurately in operation of a computer terminal.
- Operates audiovisual equipment.
- Instructs the public in the use of library technologies.
- Performs related duties as requested.

REQUIRED KNOWLEDGE AND SKILLS

- Associate's degree from an accredited institution or two years of college courses.
- Excellent communication skills.
- Strong commitment to customer service.
- Ability to work independently once training is complete.
- Strong problem solving skills.

STANDARD PHYSICAL REQUIREMENTS

- Ability to lift manually 30 lbs. of weight.
- Sit and work at computers for a prolonged period of time.
- Stand, lift, carry, push, reach, climb, bend and stoop when working with library materials and the public.
- See and hear adequately for performing reference functions and dealing with the public.

PREFERRED KNOWLEDGE AND SKILLS

- Library work experience.
- Experience with current circulation system.
- Four year bachelor's degree from an accredited institution.
- Master's degree in library science.