

Ridgefield Library Association

Job Title: Library Technical Assistant II – Adult Services

Reports to: Adult Services Department Head

Purpose: Supports the successful operation of the Library by providing services to the public and by maintaining Library materials and records. This position operates under the supervision of the Adult Services Department Head and is also expected to use independent judgment.

Essential Duties:

- Regularly scheduled for duty at the Adult Services and Teen Services Desks
- Provides quality reader's advisory and reference services to adults and teens
- Assists and instructs adult and teen patrons in the use of library services and resources
- Performs routine general Library work and basic clerical activities in support of library services
- Performs opening and closing duties
- Performs other duties as assigned
- Maintains a safe and welcoming environment
- Maintains a professional demeanor in all interactions

Knowledge & Skills:

- Ability to deal tactfully, courteously and effectively with patrons of all ages and with other employees
- Ability to communicate effectively both orally and in writing
- Ability to work independently and as a team member
Ability to work with limited supervision
- Ability to learn, adhere to and enforce all Library policies and procedures
- Ability to learn and use Library technology and equipment
- Working knowledge of or ability to learn the Dewey Decimal System
- Working knowledge of or ability to learn general library terminology
- Working knowledge of or ability to learn Adult and Teen literature, media and resources

Physical Requirements:

- Ability to lift up to 40 pounds
- Ability to push and pull carts weighing up to 80 pounds

Qualifications:

- Two (2) years of experience in a related position (examples include working in a library, customer service positions, bookstores or schools); OR completion of a Bachelor's degree in a related field; OR an equivalent combination of education and experience. Education and/or experience must demonstrate possession of the knowledge, skills and abilities listed above.

Position:

- The Library Technical Assistant II – Adult Services is a part-time, non-exempt, hourly position.
- Work is in-person, on site for 19 hours per week with regular evening shifts and weekend shifts on rotation.