

If you enjoy providing a valuable service in a great small town, joining an institution beloved by its community, and working as part of an enthusiastic and committed team, this is a job for you!

BRIDGMAN PUBLIC LIBRARY
EMPLOYMENT OPPORTUNITY-PUBLIC POSTING
PATRON SERVICES/TECHNOLOGY ASSISTANT

POSITION DESCRIPTION: Under direct supervision of the Director, performs a variety of clerical work in a library and provides basic services for patrons and supports library operations. Duties include, but are not limited to:

- Coordinates communication with the Library's IT Contract Consultant regarding technology-based needs: hardware, software, office equipment, and other technologies.
- Maintains the library website and ensures that the content is accurate and up-to-date.
- Provides support for other technologies, such as 3-D printers training and classes to staff and patrons.
- Assists staff and patrons in use of library computer equipment and software.
- Generates monthly statistical reports.
- Reports problems or needs to Director.
- Performs basic circulation desk procedures such as check in and out materials, issue library cards, process holds, taking fines, and making phone calls.
- Assists patrons with reference questions, readers' advisory, bibliographic instruction and searching.
- Works with the Director to develop long-range technology plans.

WORKING CONDITIONS:

Part-time position (20-25 hours/week); evenings and weekends (Saturdays) required.

COMPENSATION AND BENEFITS:

Salary range: \$13-\$15 per hour, depending on experience and background. After successful completion of a 90-day training/probationary period, paid vacation and personal time, paid holidays, and options for paid life insurance are available.

SKILLS, ABILITIES, AND QUALIFICATIONS REQUIRED:

- Must be 18 years of age or older with High School Diploma or equivalent
- Ability to work with people of diverse backgrounds in a welcoming manner
- Ability to work independently, organize and prioritize work, respond to changing work demands and make decisions as required.
- Excellent communication skills
- Ability to prioritize work, and follow written and oral instructions
- Ability to handle confidential and sensitive information.
- Experience with applications and productivity software (e.g. Excel, Word, Publisher)
- Ability to learn new technologies and develop skill level sufficient to instruct others.
- Ability to responsibly manage petty cash

SKILLS AND ABILITIES PREFERRED:

- Library experience
- Some post-secondary education
- Knowledge of computer hardware and software preferred, Windows Operating System and other software used by the library, electronic mail, Internet, and office equipment.
- Knowledge of 3-D printers, other non-computerized tools (e.g. laminators, Cricut machines), content creation tools and software preferred.
- Experience with social media tools

PHYSICAL REQUIREMENTS:

- Ability to see, hear and speak clearly.
- Ability to manually manipulate computer keyboard, mouse, scanner, etc.
- Ability to lift up to 40 pounds, push or pull up to 80 pounds on wheels.
- Ability to stand, bend, stoop for long periods of time.

Please submit cover letter and resume to Library Circulation Desk or send by e-mail to Library Director at dennis@bridgmanlibrary.com. This position is open until filled.

Bridgman Public Library is an Equal Opportunity Employer. All personnel actions, including hiring, promotion, training and benefits are administered without regard to race, color, creed, sex, age, national origin or disability.