

Northfield Township Area Library
Program Specialist, Part-time, evenings and Saturdays
Immediate Supervisor:
Program Manager

Summary:

Under general supervision of the Program Manager, assist programming department with all aspects for programming, performs advance clerical work, public service work, technical service work, request/interlibrary loan work, services library patrons directly or indirectly and other library work as required. Cross-training and working in other departments is a requirement. This position requires complete confidentiality.

Program Duties:

- Assist with planning, implementing and evaluating library programs and.
- Assist with giving tours of the library to school groups.

Circulation Desk Duties:

- Performs circulation desk procedures, such as checking-in and checking out materials, registering patrons, collecting money and answering phones
- Assists patrons with mechanical operations of library equipment
- Answers directional questions and refers patrons to appropriate personnel
- Requests interlibrary loan materials
- Assists with collection maintenance
- Assists with library programs and displays
- Shelves library materials
- Reads assigned shelves
- Helps plan and participate in special programs
- General cleaning as needed
- Performs other related work as required

Knowledge and Abilities:

- Ability to communicate effectively with staff and public and maintain effective public relations
- Ability to understand library policies and procedures and apply them to library operations
- Ability to use computer software and manage computerized files including library automation system
- Working knowledge of English grammar and spelling
- Willingness to maintain skills in above mentioned areas through active participation in appropriate library skills and learning experiences
- Ability to act harmoniously with library staff, patrons and vendors

Physical Requirements:

Work is performed primarily in a library environment while standing at a counter or computer terminal for extended periods of time. Must be able to lift 40 lbs.

Qualifications:

Required:

- Bachelor's degree
- One or more years library experience
- Knowledge of basic operation of desktop computer, Microsoft Office and Windows operating system, must be able to pass skills test