

Bloomfield – Eastern Greene County Public Library

125 South Franklin Street

Bloomfield, IN 47424

Ph 812-384-4125 - Fax 812-384-0820 - bloomfield.lib.in.us

The Bloomfield-Eastern Greene County Public Library in Bloomfield, Indiana, with a main library and a branch library serving 15,000 residents, is seeking a **part-time (20-25 hours/week) Library Assistant** for the main library in Bloomfield. The typical schedule will include a mix of daytime, evening, and Saturday hours. A candidate with a flexible and open schedule may be able to sub into additional hours as needed. Starting pay is a competitive hourly wage of \$8.50-\$10.00/hour depending on qualifications. Preference will be given to candidates that hold a Master of Library Science (MLS), or are currently enrolled in an ALA-accredited MLS program. A Bachelor's degree and the ability to meet the necessary state requirements for a Librarian Certificate 5 (LC5) (see: <https://continuinged.isl.in.gov/certification/>) would raise starting pay to a minimum of \$12/hour.

Typical Job Duties:

- Provides circulation desk service for adults, teens, and children, which includes issuing/renewing library cards, collecting fees/fines, packing/unpacking inter-library loans, and checking books in and out.
- Assists with reference services to a variety of audiences, including adults, teens, and children.
- Answers computer and IT-related questions from patrons, and refers to a librarian when needed.
- Resolves patron complaints or concerns within the policies and procedures of the library, and refers to a librarian on staff when necessary.
- Manages opening/closing the library; accurately counts a daily cash drawer at both times.
- Provides assistance with patron reader's advisory; maintains an awareness of new and/or news-worthy literature.
- Processes new materials and assists with shelving when requested.
- Designs displays, posters, or flyers related to a specific audience served or to promote upcoming programs.
- Updates library social media (Facebook, Twitter, etc.), as well as the library's digital displays and website as requested by librarians.
- Attends professional development opportunities related to the position as requested.
- Assists with library programming as needed.
- Promotes library services at area schools, and in the community.
- Performs other duties assigned as needed.

Preferred/Required Qualifications:

- A High School Diploma or equivalency is required. Some college, or an interest in the library profession is preferred.
- Prior experience working with the public, and a variety of audiences is preferred.
- Knowledge of computer software and systems including Internet, word-processing, spreadsheet, and digital creativity equipment/software (Adobe Creative Suite, video/image/audio editing) is desired; demonstrated ability to work independently and set priorities for multiple tasks; maintains confidentiality of library patron information; exercises good judgment, courtesy, and tact in dealing with public, and other library employees

Send a cover letter outlining your qualifications for the position and a resume of your recent work experience, skills, and education to the library director, Austin Stroud, via email at astroud@bloomfield.lib.in.us, or submit to the main library in Bloomfield. Prior applicants, that have previously interviewed, will be contacted if deemed a good match for the position. **Applications will be accepted until the position is filled.**

The Bloomfield-Eastern Greene County Public Library is an equal opportunity employer. Employment selection and related decisions are made without regard to sex, race, age, disability, religion, sexual orientation, national origin, or any other protected class.