

**TIPPECANOE COUNTY PUBLIC LIBRARY  
JOB POSTING**

**Branch Assistant, Part Time (20 hours per week)**

Tippecanoe County Public Library seeks a reliable and detail-oriented individuals to provide exemplary customer service at the Wea Prairie Branch Library. Strong customer service and excellent computer skills required. This is a 20-hour position with some evenings and weekends. It is a year-round position. High school diploma or equivalent required. Starting pay is \$13.61/hour with paid leave benefits. Please submit a TCPL [application](#) , resume, three references and letter of interest to: Human Resources Coordinator, [hrc@tcpl.lib.in.us](mailto:hrc@tcpl.lib.in.us) or Tippecanoe County Public Library, 627 South Street, Lafayette, IN 47901. Get more information at <https://tcpl.lib.in.us/library-careers/> .

Applicants are sought from all qualified people, without regard to race, religion, color, sex, sexual orientation, disability, Veteran status, national origin, or ancestry.

**POSITION TITLE:** Branch Assistant

**DEPARTMENT:** Wea Prairie

**FLSA:** Not exempt

**SUPERVISOR:** Branch Manager

**SALARY SCHEDULE CLASSIFICATION:** Assistant VI

**JOB OBJECTIVE:**

Provide public service and perform clerical tasks in support of these main responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provide public service at the branch  
Handle public service support routines including circulation duties  
Assist and instruct library customers in utilizing library resources  
Select and designs display materials in consultation with the Dept Head  
Assist with program planning and implementation  
Organize library materials by reshelving items and shelf-reading as needed  
Work evenings and weekends as assigned  
Deal with disturbances and problem users  
Understand the necessity of, and maintain, confidentiality of library use  
Work cooperatively with other library departments and staff members  
Know and apply library policies  
Participate in Library committees.  
Other duties as assigned and/or required

**Must also be responsible for one or more of the following:**

Mending books  
Returned books belonging to other libraries  
Hold Shelf Maintenance  
Bulletin boards and display racks  
Lost and Found items  
Missing parts

Claims returned items  
Lost library cards  
Returned mail  
Serials Maintenance  
Branch Publicity routines

**QUALIFICATIONS:**

Education:  
High School diploma or equivalent required  
Some college courses preferred  
Previous experience in a public service environment preferred

**SKILLS: Must be able to:**

Work congenially and effectively with the public and staff in all situations  
Work with limited supervision  
Work under pressure  
Multitask  
Work with an automated library system  
Follow instructions  
Carry out emergency procedures when necessary  
Organize own work  
Pay close attention to details  
Knowledge of books and other library materials an asset  
Must be familiar with computers  
Must have keyboarding skills  
Must be able to effectively ascertain and handle problematic situations

**ENVIRONMENTAL CONDITIONS: Must be able to:**

Lift and carry a minimum of 40 pounds  
Maneuver a book cart empty or full weighing as much as 200 pounds  
Work in areas with fluctuating temperatures  
Work in a dry, dusty environment  
Retrieve materials from shelves 6' high and stoop to retrieve items on shelving close to the floor

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Desktop and tablet computers w/peripherals  
Calculator  
Photocopier/scanner/printer  
Cash Register  
Multi-line phone system