

**TIPPECANOE COUNTY PUBLIC LIBRARY
JOB POSTING**

Library Assistant, Part Time (20 hours per week): Tippecanoe County Public Library seeks a reliable and detail-oriented individual to join the staff at the Holman branch. The successful candidate will provide excellent public service at the library's Information desk, Portal technology center, and Creativity Suite makerspace, responding to informational queries and helping customers locate and access materials. Provide basic assistance with computers, technology, and library resources. This is a year-round position. Some college preferred. Starting pay is commensurate with relevant work experience and skills \$16.25 - \$17.50/hour with paid leave benefits. Please submit a TCPL [application](#), resume, and a letter of interest to Human Resources Coordinator, TCPL, 627 South Street, Lafayette, IN 47901 or by email at hrc@tcpl.lib.in.us. Job description and TCPL employment [application](#) located at the library website at: <https://tcpl.lib.in.us/library-careers/>. TCPL is committed to equal employment opportunities. Applications are sought from all qualified people, without regard to race, religion, color, sex, sexual orientation, disability, Veteran status, national origin, or ancestry.

POSITION: Library Assistant

DEPARTMENT: Adult Services

FLSA: Not exempt

SUPERVISOR: Adult Services Department Head

SALARY SCHEDULE CLASSIFICATION: Assistant E

JOB OBJECTIVE:

Assist library customers with use of library resources including new technologies and provide assistance to reference staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides Quality Customer Service
- Assist and instruct library customers in utilizing library resources
- Assist with maintenance of periodicals
- Check in periodicals
- Perform preventive maintenance on microfilm machines and typewriters
- File and maintain updates for some services
- Assist with Interlibrary Loan procedures
- Deal effectively with disturbances and problem users
- Understand the necessity of, and maintain, confidentiality of library use
- Know and apply library policies
- Maintain effective communication with library staff members
- Work cooperatively with other library departments and library staff
- Participate on library committees
- Attend workshops
- Other duties as assigned and/or required

QUALIFICATIONS:

Education:

College course work preferred

Previous experience:

Library experience, particularly in the fields of reference and public service,
desired

Database searching experience desired

Experience with publication layout and design desired

Skills:

General office skills: word processing, database entry, filing, etc.

Must be dedicated to quality customer service

Must have problem-solving skills

Must know when to ask questions and be willing to do so

Must be able to follow directions

Must work well under pressure

Must be able to work independently

Must be dependable

Must be thorough, accurate, and detail-oriented

Must be able to prioritize multiple tasks and responsibilities, and meet deadlines

Proficiency in English required; ability to communicate in other languages highly
desirable

Must have good memory for facts and routine.

License/certification:

None required

ENVIRONMENTAL CONDITIONS:

Must be able to:

Retrieve materials from shelves 6' high and stoop to retrieve materials from
shelving close to the floor

Tolerate dust, newsprint, other inks, glues

Lift one or more library materials weighing 40 pounds

Maneuver a cart (empty or full) weighing up to 200 pounds

Work at a computer terminal for 55 minutes at a time

MACHINES, TOOLS, EQUIPMENT & WORK AIDS:

Must be able to use and change supplies on general office equipment such as:

Photocopiers	Computers and printers
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Labeling machines	Microfilm machines
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Typewriters	FAX machine
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