Library Services Specialist

Linwood Community Library

Are you creative, enthusiastic, and enjoy working with the public? Interested in helping grow a community of readers and lifelong learners? If so, please consider applying to join our team as a Library Services Specialist. Reporting to the Library Director, the Library Services Specialist plans and implements programs and services for library patrons, performs circulation duties, assists in maintaining the library collection, and helps other staff as needed. Linwood is a rural community between Lawrence and Kansas City off Highway 32 and serves a population of just under five thousand.

Minimum Qualifications:

- Experience working with the public and a commitment to quality customer service
- Ability to communicate positively and effectively with the public and staff
- Strong computer skills, including experience with Windows operating system, Microsoft Office/Google suite, printers, use of the Internet and Internet-based software programs
- Experience creating content for a website/social media account preferred
- Basic knowledge of search engine use and ability to perform complex searches
- General knowledge of library principles, practices, and materials, and a desire to serve the public in a friendly, comfortable environment

Position Details:

Schedule: ~25 hours per week.

Competitive compensation with Paid Time Off available to part-time employees. Voluntary option to participate in the library's Simple IRA plan after 1000 hours worked with a 3% employer matching contribution.

Essential Job Functions:

- Helps with Planning, coordinating, delivering, and promoting monthly programs and activities in the library for a specified age group as needed.
- Performs all circulation desk duties using the automated Next Search system, including:
    - Checks materials in/out/renew per Library policies and procedures
    - Effectively searches for and reserves materials for patrons
    - Issues new patron cards and updates accounts
    - Assists with locating, routing, and preparing "hold" materials for patrons
    - Shelves materials and shelf-reads, maintaining the collection in alphabetical or Dewey Decimal order
- Provides exceptional customer service, reference, and reader's advisory services to library patrons in person, by email, and over the phone

Other Duties:

- Instructs patrons how to use print and online library resources, online card catalogs, and databases
- Assists patrons with using library equipment and technology as needed
- Performs opening and closing procedures in staff and public areas
- Assists with library programs, events, and displays
- Repairs worn and damaged materials
- Assists with outreach efforts to further community engagement in person and online.
- Participates in staff meetings and professional activities directly related to areas of responsibility
- Assists with ordering collection materials, program supplies, and marketing promotional materials
- All duties as assigned by the director

We are seeking a candidate who:

- Can work a flexible schedule, including some weekends.
- Projects a professional workplace image
- Can adapt to change
- Can learn new computer skills, programs, and interfaces
- Develops and maintains positive working relationships
- Can comprehend and follow library policies and procedures
- Develop an awareness of library-wide operations
- Exercises sound judgment at all times

Physical and Cognitive Qualifications:

- Effective oral and written communication skills
- Proficiency in the use of a computer, word processing, and email
- Work with alpha-numeric filing systems, including the Dewey Decimal system
- Can lift items up to 25 pounds and push carts up to 50 pounds
- Can bend to very low shelves or reach to high shelves when retrieving/shelving library materials
- Can perform repetitive hand movements using a computer keyboard and opening/closing of library material casings

Apply: For questions or to apply, please send a cover letter, resume, and 3 references to Dennis Shelton at director@linwoodlibrary.org.