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Mount Horeb Public Library

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Profile	Mount Horeb Public Library is a community library serving a population of about 7000.		

Technical Services Coordinator (Library Assistant II)

Date Posted 01/19/15

Description The Mount Horeb Public Library is seeking a professional half-time Technical Services Coordinator (Library Assistant II). Under the supervision of the Library Director, the Library Assistant II Technical Services Coordinator is responsible for the efficient operation of the Technical Services Department: the timely data entry and processing of new acquisitions, original cataloging as appropriate and on-going maintenance of the collection (deletions, relocations, etc.), and a weekly shift on the Circulation Desk. This position will be a 20 hour position: 17 hours per week, one Saturday a month (8 hours), one staff meeting a month (1 hour). Compensation based on experience; Some benefits are included.

How To Apply To apply, please email your professional resume including three references to Library Director, Jessica Williams, at jessica.williams@mounthorebwi.info by Wednesday, February 11th at 5 pm.

Requirements

Qualifications

Knowledge and Abilities

Ability to communicate effectively with staff and the public and maintain effective public relations.

Ability to comprehend and follow instructions from supervisor, verbally and in written form.

Ability to understand library policies and procedures and apply them to library operations.

Ability to use computer software and manage computerized files, i.e.: knowledge of Koha (on-line catalog system) as related to all customer, circulation, and cataloging functions; knowledge and ability to use and demonstrate use of Microsoft Word and Excel; email programs.

Willingness to maintain skills in above mentioned areas through active participation in continuing education activities.

Physical Demands of the Position:

Sitting, standing, walking, climbing, stooping.

Bending, twisting and reaching.

Talking and hearing; use of telephone.

Far vision at 20 feet or farther; near vision at 20 inches or less.

Lifting and carrying: 50 pounds or less.

Handling: processing, picking up and shelving books and other library materials.

Pushing and pulling: objects weighing 50-80 pounds on wheels.

Ability to move around the library and to travel to meetings/continuing education outside the library.