

Portage Lake District Library
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www.pdl.org

**Substitute Library Assistant
Job Posting – Open Until Filled**

Supervisor: Circulation Supervisor/Collection Development Manager

Classification: Portage Lake District Library

Apply: Online or in-person

Hours/Schedule: Variable based on coverage needs

Hourly Rate: \$14.00

Overview:

A Substitute Library Assistant helps fill in for staff time-off requests, planned vacations and unplanned personnel requests, and library events when more coverage is needed. This position will have a planned variable schedule and will be contacted with requests for same-day coverage as needed.

This position is responsible for sourcing reliable transportation when requested to substitute at either the Portage Lake District Library location or the Hancock School Public Library location.

A Library Assistant is a PLDL employee who is assigned moderate level duties and responsibilities based on time of service at PLDL, education, other library experience, demonstrated superior performance or a combination of these qualities. A Library Assistant may supervise Library Pages and is trained in opening/closing procedures.

Primary Duties:

- Performs circulation desk procedures, such as checking materials in and out, registering patrons, issuing cards, and accepting payments.
- Helps patrons locate materials in the library.
- Helps patrons with library computers, personal devices, and databases in relation to library resources and services.
- Provides patrons with general reference and reader's services.
- Provides excellent customer service to patrons and visitors.
- Other activities as directed by the Circulation Supervisor/Collection Development Manager.

Minimum Qualifications:

- A high school diploma or equivalent.
- Moderate level of computer capabilities.
- Strong oral and written communication skills.
- Daytime, evening and weekend availability with planned and unplanned notice.
- A criminal background check.

- People working in this position need to be able to see, stand, walk, and lift up to 40 pounds.

Please submit a cover letter, resume and PLDL application via email or deliver at the front desk.

Portage Lake District Library
Susan Autio
Co-Interim Director
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