Library Paraprofessional
Taylor Community Library seeks creative and enthusiastic candidates for Library Paraprofessional to present library events, provide technology support, answer research questions, and facilitate customer transactions. Paraprofessionals assist in maintaining an exciting lineup of educational activities for patrons from all walks of life. Paraprofessionals also help staff public service desks and create digital marketing materials to publicize library services in the community.

To be considered for this position, candidates must have a bachelor’s degree in any field. Preference will be given to those with demonstrated experience in a customer service or educational setting, as well as an active interest in emerging technologies.

To apply, you must upload your resume along with a thoughtful cover letter indicating why you would be a good fit for this role. Visit [www.CityofTaylor.com/jobs](http://www.CityofTaylor.com/jobs) for more details and to apply.

**POSITION SUMMARY**
Plan, facilitate, and document events for library users of all ages; provide helpful, friendly customer service to patrons; create marketing materials using digital content creation tools; provide research and technology support to the public.

**ESSENTIAL JOB FUNCTIONS**
- Plan, implement, and document a broad range of educational events, exhibits, and presentations
- Create publicity materials including print materials, digital signage, and posts for official social media platforms in coordination with other staff
- Answer research questions and find appropriate materials to satisfy user queries
- Provide technology support and instruction for library users, including the use of eBooks, downloadable audio, and databases
- Assist users in operating desktop computers, scanners, printers, fax machines, photocopiers, tablets, and smartphones
- Conduct customer service transactions (both in-person and via telephone) including checking in/out materials, updating patron account information, issuing library cards, placing holds, requesting interlibrary loans, and renewing items
- Perform accurate data entry in the library catalog
- Update the library website
- Compile statistics for regular reports
- Handle cash responsibly
- Maintain strict confidentiality and accuracy as it relates to user records
- Supervise volunteer activities
- Order library supplies when needed staying within budget.
- Link audio-visual material and other mediums.
- Work with Braille and Talking Books Librarian to provide services.
- Assist other library staff in providing technology assistance to users.
PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by
the Librarian to successfully perform the essential functions of this job. Reasonable
accommodations may be made to enable individuals with disabilities to perform the essential
functions.

- Lift, handle, and carry library materials, equipment, and supplies at a minimum of 20
  pounds constantly and up to 50 pounds occasionally.
- Constantly stand and exert well-paced mobility for period up to one (1) hour in length.
- Bend, kneel, stoop, reach, and squat on a frequent basis to retrieve and shelve library
  materials.
- See close, distance, peripherally, and have the ability to adjust focus to observe library
  user and staff behavior.
- Read a diverse amount of printed and computer material.
- Communicate effectively and listen attentively to library users, coworkers, and
  management speaking quietly or in hushed tones.
- Project voice when presenting at large group events.
- Coordination necessary to operate computers and office equipment with push-buttons
  and/or touch screens.
- Work hours necessary to operate and manage day-to-day business and to accomplish
  short and long-term goals. Required to work mornings, evenings, weekends, and
  holidays.

CERTIFICATES, LICENSES, REGISTRATIONS

EDUCATION and/or EXPERIENCE
- Bachelor’s Degree required.
- 2+ years experience in a public library preferred.
- 2+ years experience in a library belonging to The Library Network cooperative preferred.
- Experience with CARL.X integrated library system preferred.

COMMUNICATION SKILLS
- Plan, organize, supervise, advise, and train employees.
- Read and interpret documents such as safety rules, operating and maintenance
  instructions, and procedure manuals.
- Write routine reports and correspondence.
- Promote library events and services to the community through public presentations.
- Speak tactfully and effectively before library users, staff, and elected officials, in
  one-on-one situations and small or large classroom or educational settings.
- Establish and maintain effective and harmonious working relationships with employees,
  other agencies, and the general public, including local and statewide agencies and
  organizations serving libraries.
● Substantial skills related to the organization of people, processes and tools in a public library setting.
● Communicate effectively, verbally and in writing.
● Ability to follow written and verbal communications.
● Negotiating skills.
● Exercise independent judgment and maintain confidentiality.
● Ability to concentrate on a task despite numerous interruptions.
● Possess strong leadership and motivational skills.

MATHEMATICAL SKILLS
● Prepare, develop, and implement budgets.
● Monitor and approve expenditures.
● Administer gifts, state and federal money.
● Perform addition, subtraction, division, and multiplication.

REASONING ABILITY
● Remain calm in a fast-paced customer-service oriented environment, assisting a diverse blend of people.
● Thorough knowledge of current trends and developments in the library field, as well as management principles and practices.
● Knowledge of supervision, training, and staff utilization principles.
● Solve practical problems in a variety of situations.
● Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WAGES & BENEFITS
● Hourly, non-exempt, at-will employment status.
● Medical, dental, vision, defined contribution, and paid time off provided.

The City of Taylor is an Equal Opportunity Employer