



Broadview Public Library District

Community-centered, world-focused learning in the heart of Broadview

Job Description

Job title:	Public Services – Paraprofessional
Department:	Public Services
Reports to:	Public Services Manager
FLSA Status:	Non-Exempt; Eligible to Receive Overtime Pay
Pay Status:	Part-Time
Description Revision Date:	

Job Summary

A paraprofessional position that assists in providing public service activities, classes, and events for patrons of all ages with a focus on adult services. Additionally, may be assigned an area of collection development.

Essential Functions:

- Provides reference and reader's advisory services on a regular schedule to library patrons
- Assists the public with a variety of technology, especially computers
- Assists in projects and research.
- Selects materials for the collection in cooperation with the professional staff
- Assists in the review of the collection for weeding and replacement purposes
- Other projects and responsibilities may be added at the library's discretion.

Reference Services

- Explains, demonstrates, and assists patrons in the use of electronic resources including computer databases and the Internet, as well as print reference resources.
- Searches computer databases, catalog files, and print resources to locate information for patrons.

Events and Classes

- Assists in the planning of events to coincide with holidays, and other recognized cultural and literacy-related celebrations.
- Works, in cooperation with professional staff, to plan events, classes, training, and programs to meet the needs of community members of diverse backgrounds and levels of ability.
- Provides input on other seasonal programs and event planning.

Collection Management

- Works with professional staff to select and evaluate material for replacement, repair, or withdrawal from the library collection.
- Assists with collection management through the recommendation of new library materials.
- Maintains current knowledge of new materials and services.
- Assembles and arranges displays of public information, books, and other library materials.

Technology

- Troubleshoots minor computer problems for patrons and staff.
- Assists patrons with printing, faxing, copying, and scanning..
- Troubleshoots problems with printing, faxing, copying, and scanning equipment

Miscellaneous

- Performs special projects involving library promotion and outreach activities.
- Performs other related duties as assigned.

Desired Traits and Skills (Helpful but not required):

- Bilingual in English/Spanish
- Knowledge of Microsoft Office and Google Workspace
- Driver's License with access to an automobile

Qualifications:

- Public speaking skills, including presentations to members of the public and specialty groups.
- Customer service experience in a public or retail setting.
- Ability to stay calm and effective in difficult situations.
- Empathize and relate to the needs of all patrons.
- Incorporate technology into programming and other public services.

Requirements

- Minimum high school diploma/GED with other appropriate job experience
- Work during the library's open hours, which includes days, evenings, and weekends
- Ability to work with diverse staff & patrons with varying abilities
- Basic computer skills