



Employment Opportunity

Community Branch Paraprofessional – Average of 16 hours per week

Boone's Trail Branch – Wentzville, MO

The Boone's Trail Branch has an immediate opportunity for a Paraprofessional to work with customers of all ages. As a Paraprofessional you will develop and present interesting and engaging classes and events, in the library or at outreach locations. Public service duties include assisting customers in locating library materials and information, including basic reference questions, readers' advisory, and using technology. You will also promote the library collection through the maintenance of attractive displays and community outreach.

If amazing customer service and commitment to lifelong learning are your passions, this is an opportunity for you!

Requirements:

- Ability to plan and present classes and events for a variety of ages
- Exceptional verbal and written communication skills
- Ability to multi-task and stay organized in a rapidly changing environment
- Strong skills using library equipment and technology such as e-readers and mobile devices
- A minimum of one-year experience in customer or public service
- Bachelor's degree or related experience required

Schedule:

Week 1: Mon 3:00pm-7:00pm, Tues 9:00am-1:00pm, Thurs 9:00am-4:00pm

Week 2: Mon 3:00pm-7:00pm, Tues 9:00am-1:00pm, Thurs 1:00pm-7:00pm and Sat 9:00am-12:00pm

Sunday as assigned at the Spencer Road Branch.

Part time employees enjoy a partial benefit package that includes paid time off and a Deferred Compensation Plan with employer match. Starting rate is \$17.01 per hour.

The St. Charles City-County Library is a Kaleidoscope of Discovery! With an operating budget of over \$21 million, our library branches are located in some of the fastest growing communities in Missouri, and poised to grow right along with them. The future looks bright. Join us!

For priority consideration, please submit a cover letter and resume with completed [SCCCL Application](#) by **Monday, November 22, 2021**. You may send application materials electronically to HR@stchlibrary.org, or mail to SCCCL HR Dept., P.O. Box 529, St. Peters, MO 63376. Applications will be accepted until position is filled.

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

11/12/21-11/22/21

Please see the following job description for more information.

Description Number: 134
Position Title: Community Branch Paraprofessional
Salary Grade: 13
FLSA Classification: Nonexempt
Reports To: Regional Branch Manager
Revision Date: 10.22.2018

Position Summary

Performs all tasks necessary for the operation of the Community Branch. Duties include responding to customer inquiries, locating basic information in the branch and the system, and performing circulation functions and shelving of materials. Serves as the District's contact within the local community and notifies Branch Manager of community events that may affect the library. Performs tasks independently, using District policies and procedures as a reference, refers more complex problems to the Branch Manager.

Essential Functions

1. Respond to customer inquiries by phone, email and in person.
2. Locate basic reference information from a variety of sources and recommend alternative sources.
3. Assist customers in using library materials and equipment, such as library catalog and databases, fax/scan machines and public computers.
4. Circulate materials and perform circulation related functions.
5. Perform opening and closing procedures, including locking and unlocking the branch.

Duties

1. Assist customers with reference and general information inquiries.
2. Assist customers with downloading library resources using mobile devices.
3. Prepare and present library programs for various customer groups.
4. Calculate and collect fines and fees, count cash drawer, balance petty cash, and complete accounting forms.
5. Prepare library cards, reserve materials, and take reservations for library classes and events.
6. Empty book drop, shelve materials, unpack or pack materials, and repair materials as needed.
7. Create displays, merchandise and promote the collection.
8. Monitor the condition of the property and perform light cleaning, litter removal and sidewalk clearing as needed.
9. Serve on District committees as requested.
10. Complete special projects and assignments as directed.

Skills

1. Knowledge of general library operations.
2. Strong verbal and written communication skills.
3. Skill using Microsoft Office and Google apps.
4. Ability to file alphabetically and numerically using the Dewey Decimal System.

5. Skill using library equipment and technology such as e-readers and mobile devices, phones, copiers, fax/scan machines, bill changers and video projectors.
6. Ability to use the library catalog and other library e-resources.
7. Attention to detail and ability to perform duties with high level of accuracy.
8. Ability to multi-task and stay well organized in a rapidly changing environment.
9. Ability to interact pleasantly and positively with customers and staff, and work effectively as part of a team.
10. Ability to exercise initiative to achieve established goals and directives.

Essential Physical Abilities - Accomplished with or without reasonable accommodation.

1. Ability to lift materials and move book carts weighing up to 30 pounds.
2. Ability to stand for long periods.
3. Ability to reach high or low to retrieve and return materials to shelves and move through aisles.
4. Sufficient vision to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.

Education and Experience

Bachelor's degree or related experience.

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.