



Employment Opportunity

Paraprofessional 28 hours per week

Spencer Road Branch, St. Peters, MO

The Spencer Road Branch of the St. Charles City-County Library is seeking a two part-time Paraprofessionals. If you enjoy working with diverse customers and providing an amazing customer experience is your passion, this is an opportunity for you! In this position, you will assist customers throughout the library with general inquiries, information requests, account issues, and technology help as well as develop and present engaging classes and events for all ages.

Requirements:

- Exceptional written and verbal communication skills
- Ability to plan and present classes and events for a variety of ages
- Ability to multi-task and stay organized in a rapidly changing environment
- General computer and technology skills with the ability to use mobile devices and learn new technologies
- Ability to demonstrate excellent customer service skills
- Flexible and forward thinking along with a positive attitude

Schedule A: Mon 8:00am-5:00pm, Tues 5:00pm-9:00pm, Wed 1:00pm-9:00pm, Sun 12:30pm-5:00pm and 4 hours of flex time per week (Sat shifts on rotation)

Schedule B: Mon 9:00am-1:00pm (At Boone's Trail Branch), Tues 5:00pm-9:00pm, Wed 8:30am-5:00pm and Thurs 1:00pm-9:00pm and 4 hours of flex time per week (Sat and Sun shifts on rotation)

Applicants should have the flexibility to meet the scheduling needs of the branch and be excited about the opportunity to work at locations other than the Spencer Road Branch as needed.

Part time employees enjoy a partial benefit package that includes paid time off and a deferred compensation plan with employer match. Pay 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 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 immediate consideration return a SCCCL Application, a cover letter and resume to any branch, or emailed to HR@stchlibrary.org, or sent to SCCCL, Human Resources Department, P.O. Box 529, St. Peters, MO 63376 by the priority deadline of **Monday, October 18, 2021**. Applications will be accepted until position has been filled. Please indicate which schedule you are interested in.

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.

10/8/21-10/18/21

Please see the following job description for more information.

Description Number: 135
Position Title: Paraprofessional
Salary Grade: 13
FLSA Classification: Nonexempt
Reports To: Branch Manager
Revision Date: 03/07/2019

Position Summary

Performs public service duties under limited supervision of a Librarian. Responsibilities may include assisting customers in locating library materials and basic information; providing customers with assistance using library technology and mobile devices; developing and presenting classes and events in the library or at outreach locations.

Essential Functions

- Provide basic reference and reader advisory assistance to customers.
- Respond to customer inquiries in-person, by phone, or online.
- Plan and present a variety of classes or events for all ages.
- Assist customers in using library materials and equipment.
- Make presentations at community events and represent the library at outreach activities.

Duties

- Greet and welcome customers.
- Assist customers with library card accounts and circulation transactions.
- Respond to customer inquiries and requests for information in-person, by phone, or online; may refer complex inquiries to a librarian.
- Assist customers with room or event registration.
- Assist customers with accessing digital library resources.
- Assist customers with finding and reserving materials, including interlibrary loan.
- Prepare and present engaging classes for adults, teens, or children at the library or at community outreach locations.
- Merchandise and promote the collection at the library or at outreach locations.
- Weed the collection as directed by a librarian.
- Provide specialized services such as passport application acceptance.
- Serve on District committees and complete special projects as assigned.

Skills

- Knowledge of general library operations and principles.
- Knowledge of reference interview and research techniques.
- Strong verbal and written communication skills.
- Ability to plan and host interesting and engaging classes and events.
- Ability to work with people of diverse backgrounds.
- Skill using technology such as an automated catalog, computers, and mobile devices.
- Skills using Microsoft Office and Google products.

- Attention to detail and ability to perform duties with high level of accuracy.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to interact pleasantly and positively with customers and staff, and work effectively as part of a team.
- Ability to exercise initiative to achieve established goals and directives.

Essential Physical Abilities - Accomplished with or without reasonable accommodation.

- Ability to lift materials and move book carts weighing up to 30 pounds.
- Ability to stand for long periods.
- Ability to reach high or low to retrieve and return materials to shelves and move through aisles.
- 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.
- Sufficient mobility to load and drive library vehicle to outreach locations for classes and events.

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.