



Kansas Heritage Center Library Assistant (part-time)

Reports to: Kansas Heritage Center Archivist

FSLA: non-exempt

Hours: 20-25 hours a week

Schedule: Daytime and evening hours, Saturday rotation

Salary Range: \$11 per hour

Benefits: KPERs Enrollment (Kansas Public Employees Retirement System)

The Dodge City Public Library is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, disability, ethnicity, pregnancy, age, military status, sex, genetic information, sexual orientation or gender identity, or any other characteristic protected by applicable federal, state, or local law.

Job summary: As part of the KHC, this staff member will work to provide excellent customer service to patrons who visit the library, do research, help to maintain orderly shelves, create attractive displays, and assist in a wide range of library tasks. As a part-time staff member, they will be asked to assist with tasks in other areas of the library with appropriate training and supervision. The ideal candidate for this position is professional, a team player, patient, and committed to providing excellent customer service. *This position will require the applicant to successfully pass a background check.*

In this role you will:

- Help the library team to provide excellent customer service to people of all ages and backgrounds
- Assist patrons with obtaining library accounts and the check-out and return of materials
- Assist patrons in finding materials through face-to-face and telephone interactions
- Assist with Kansas Heritage Center programming and outreach
- Maintain the Kansas Heritage Center's Facebook page under the supervision of the Kansas Heritage Center Archivist
- Provide assistance to patrons with Library equipment, materials, and technology
- Restock and shelve materials, including shelf-reading, as necessary
- Greet patrons upon entering the Library and Heritage Center
- Assist in merchandising collections through the use of monthly displays
- Assist in opening and closing the Library
- Work cooperatively with supervisors and co-workers
- Work scheduled shifts at circulation desks throughout the Library

- Collect fees and handle money
- Provide basic reader's advisory
- Attend staff meetings and trainings
- Complete other duties as assigned

In this role you will need to be:

- Friendly, welcoming, patient, and able to multitask
- Organized, detail-oriented, and able to work with competing tasks and priorities
- Capable of communicating effectively both orally and in writing
- Capable of effectively providing information and responding to questions from patrons and staff
- Flexible, positive, and willing to work with staff and colleagues to successfully overcome challenges
- Comfortable working with technology
- Be familiar with library services, and able to assist patrons or direct them to staff members who can assist further
- Comfortable handling difficult patrons and enforcing the Library's policies
- Able to make solid decisions in accordance with set Library policies and procedures
- Able to stoop, kneel, push carts, lift, use a ladder, bend, and sit or stand at the circulation desk for periods at a time

You will need to have:

- High school diploma or general education degree (GED)
- Previous customer service experience preferred
- Strong communication and organization skills
- The ability to learn how to use the following software:
 - Google Workspace (Google docs, Sheets, Gmail) and Outlook
 - Microsoft Teams
 - Integrated Library Information (ILS) Software
 - Social Media (Facebook, Instagram)