Homewood Public Library
1721 Oxmoor Road
Homewood, Alabama 35209

Job Description

Homewood Public Library

Job Title: Library Technician II (Part-Time)

Department: Adult/Teen Services

FLSA-Status: Part-Time

Salary Range: $18.00 an hour

Location: Homewood Public Library, 1721 Oxmoor Road, Homewood, AL 35209

LIBRARY SUMMARY

- The mission of the Homewood Public Library is to bring people, information, and ideas together to enrich lives, build community, and inspire lifelong learning.
- The Homewood Public Library is located just south of Birmingham, Alabama. The Library serves a community of almost 28,000 residents but is also a member of the Jefferson County Library Cooperative, so all residents of Jefferson County can use this facility.
- The award-winning Homewood Public Library has consistently been rated one of the top libraries in the state of Alabama.
- This 53,000-square-foot facility has two auditoriums, eight meeting rooms, and six study rooms. It is open 67 hours per week and has 23 full-time employees and 30 part-time employees.
- The Homewood Public Library is a well-funded library with an annual budget of just over $3 million dollars.
- The Homewood Library Foundation and the Friends of the Homewood Library are both very active support groups of the Homewood Public Library.

JOB SUMMARY

Under supervision of the Adult/Teen Department Head:

- Performs a full range of advanced general and specialized library procedures and provides in-depth technical assistance to patrons.
- Plans and implements Adult/Teen programming and outreach.
- Assists patrons with departmental information, materials, and services.

RESPONSIBILITIES

Programming

- Plans and conducts assigned programming for adults and teens.
- Assists with other departmental & library programming.
- Assists with program room set-ups as needed.
- Assists with outreach as needed.

Patron Assistance

- Maintains a welcoming and friendly demeanor when assisting patrons.
- Works scheduled times at the public desk.
- Assists with reader advisory virtually, on the phone, and in person.
- Locates materials for patrons both in house and throughout system and places them on hold as necessary.
- Provides assistance to patrons in the Computer Lab with printing, scanning, checking out study rooms, and other technology needs.
- Assists patrons with library resources including, but not limited to, digital services, physical equipment, and software.
- Assists in other departments as needed.

Clerical

- Pulls and routes material to other libraries and/or in-house reserved material shelves.
- Participates in educational opportunities to further knowledge.
- Shelves books within the department and in other departments as needed.
- Assists with library events when necessary.
- Contributes to online content.
- Creates displays for special collections and to highlight upcoming library events.
- Performs other duties as required.

PERFORMANCE REQUIREMENTS

Knowledge of

- best practices and current trends in Adult and Teen services, including guidelines and standards published by the American Library Association, Alabama Library Association, and other organizations.
- Dewey Decimal System, books, and authors.
- the Internet and Windows systems.

Skill to

- manage time efficiently.
- work within a budget.

- communicate effectively with a variety of residents and City personnel using tact, courtesy, and good judgement.
- perform basic computer/keyboarding functions.
- operate basic library equipment such as computers, copiers, and printers.
- create engaging and entertaining programs for teens and adults.
- create graphics using library provided software.

Ability

- maneuver among high and low shelves, bend and stoop, stand for long periods of time, and manipulate heavy objects up to fifty pounds.
- understand and follow oral and written instructions and to work independently.
- establish and maintain an effective working relationship with associates and patrons.
- perform job safely in accordance with library safety procedures.

Credentials and Experience

- Educational background equivalent to 2 years of college.
- Two years' library experience or other equivalent combinations of training and experience are acceptable.

Special Requirements

- Must be willing to undergo a criminal background check and drug test.
- Willing to travel as required. Must possess a valid Alabama driver's license.
- Current contributors to the Employees' Retirement System (ERS) are ineligible for part-time positions.

Hours

- $18.00 per hour. 19 hours per week including some nights and weekends.