

## **Broadview Public Library District**

### **Part-time Reference Assistant (Instruction & Research Specialist 2)**

Hours: Up to 29 hours per week; evenings, afternoons, and occasional weekends.

Salary: \$13.39 (Depending on experience)

#### Responsibilities include:

- Provides reference and reader's advisory services to library patrons
- Explains, demonstrates, and assists patrons in the use of electronic resources including computer databases and the Internet
- Searches computer databases, catalog files, and print resources to locate information for patrons
- Provides basic computer troubleshooting for the public computers and copier/scanner/fax machines
- Assists the public with printing, scanning, and faxing
- Assists in the selection of materials in cooperation with the professional staff
- Assists in the development and execution of library programs
- Works on special projects in cooperation with professional staff
- Performs other related duties as assigned
- Other projects and responsibilities may be added at the library's discretion

#### Qualifications:

- Bachelor's degree or equivalent life experience
- Customer service experience
- Public speaking and writing skills that allow for clear and effective communication
- Ability to stay calm and effective during difficult situations
- Ability to work with a diverse staff and patrons of varying abilities
- Ability to follow policies and procedures
- Bilingual in English/Spanish a strong plus

The Broadview Public Library District is an equal opportunity employer.