JOB DESCRIPTION: Library Assistant: IT Support

This position works for the Irish Cultural & Learning Foundation Library, LLC at the McClelland Library in Phoenix, Arizona.

The goal of the McClelland Library is to make accessible a comprehensive collection of materials on Ireland and the Irish diaspora on the role of Irish-Americans in Arizona and the Western United States. The mission of the Irish Cultural Center is to celebrate and promote Irish and Celtic Heritage and its influence on and partnership with other cultures. The McClelland Library and the Irish Cultural Center are divisions of the Irish Cultural & Learning Foundation, Inc., a 501(c)(3) not-for-profit corporation, and are owned and maintained by the City of Phoenix Parks and Recreation Department.

Scope of Position

The Library Assistant position provides on-site Library services at the McClelland Library. The Library Assistant position supports the Library Management Team in meeting the mission and goals of the McClelland Library.

Responsibilities

General areas of responsibility at the McClelland Library include:
- Providing Public Services and Reference Services
- Support for the execution of Library programs and events under the direction of the Head Librarian
- Adhering to and enforcing all Library policies
- Perform all Circulation Desk Functions
- Providing excellent customer service

Specialized areas of responsibility will include:
- On-site support for patrons and volunteers
- Circulation Desk Support and Functions
- Support Patrons and Staff with basic IT needs

- Shared Leadership
  - Working as a team with the Library and ICC staff, maintain and execute the ICLF's Strategic Plan and mission under the direction of Irish Cultural &

Learning Foundation Library, LLC and in alignment with the ALA's ethical and professional guidelines within the Library and its programs

- Library Administration
  - Maintain administrative functions of Library Programming
  - Maintain administrative functions of Library Systems
- Financial Administration
  - Support on-site Library cash handling procedures according to McClelland Library policies
- People/HR
  - Ensure the McClelland library policies and procedures handbook is being followed
  - Support and encourage an office culture of teamwork, generous collaboration, clear communication, effective delegation, and mutual support
- External Relations
  - Represent the McClelland Library in communication with external agencies when appropriate or needed based on skill set.

- Library Public Services and Collections
  - Adhere to the Collection Development policies of the McClelland Library
  - Support Collection access, Technical Services, Reference Services, Library Genealogy Services at the McClelland Library
  - Support accessibility of Library Special Collections
  - Support on-site Conservation and Preservation of Collections projects at the direction of the Head Librarian
- Exhibitions
  - Support on on-site needs for annual traveling and in-house exhibits under the direction of the Head Librarian

- Events/Programs
  - Support annual programming at the McClelland Library
  - Provides subject expertise when needed
  - Support programming and event execution
- Info Systems
  - Provide troubleshooting and IT technical assistance for all Library systems

Hours:
10 hours per week on average (possible expansion to 25 hours/ week)

Reporting:

The day-to-day supervisor for the Library Assistant: IT Support is the Head Librarian.

The ideal candidate will:

- Demonstrate creativity, flexibility, and excellent written and verbal communication skills
- Have strong organizational talents and ability to multitask
- Have strong project management and time management skills
- Have strong technology skills

Qualification Requirements:

The McClelland Library requires an experienced professional Library Assistant with strong organizational talents and the ability to multi–task.

- Knowledge Databases and basic search functions
- Knowledge of Microsoft's suite of programs
- Experience troubleshooting basic PC issues
- Knowledge and/or degree in one or more subject areas related to Irish culture preferred
- Ability to learn new skills as needed preferred
- Have a strong background in computers/technology and library electronic resources
- Willingness to learn or ability to learn both read and speak Irish (Gaeilge) is preferred.
- Master's Degree in Library Science from an ALA accredited University or course work a plus

Compensation
The Library Assistant Position pay is $17.50/hr.

Compensation will be competitive for an organization of ICLF's size. Irish Cultural & Learning Foundation Library, LLC and the ICLF are equal opportunity employers.