

Martha Canfield Library
Library Assistant Job Description

The Library Assistant will be responsible for supporting the Library Director in most aspects of library service including volunteer training and provide friendly, timely and courteous service to patrons as needed. The Assistant will report to the Library Director.

Duties may include but are not limited to:

- Oversee operation of the circulation desk.
- Plan and implement children's programs, utilizing volunteer help as needed.
- Maintain interlibrary loan system in a timely manner.
- Assist patrons in locating Library materials. When possible provide sources and answers to research questions.
- Assist patrons and volunteers with computer literacy.
- Assist Library Director with training and assignments of tasks for library volunteers.
- Open and close the Library when necessary.
- Maintain a neat and orderly work environment.
- Maintain overdue book schedule, make phone calls and send letters to inform patrons of overdue books on a regular basis, utilizing volunteers when appropriate.
- Assist with book selection by becoming familiar with selection materials
- Assist with cataloging and preparation of books and other library materials for circulation.

Qualifications:

- A high school diploma is required, some college education is preferred.
- Good office skills including typing or word processing, filing, spelling and attention to detail are required.
- Knowledge of Library techniques and procedures are helpful.
- Knowledge of or willingness to learn computer skills is required.
- Mature, friendly, reliable person able to work with public, staff and volunteers.

Terms:

- Part time hourly position up to 20 hours per week.
- Days and hours may vary and some Saturday or evening work may be required.
- Scheduled hours may be changed in advance as agreed upon by the Library Director and Assistant.
- This part time position does not qualify for health benefits.
- Probationary period of 3 months.
- Termination: 30 day notice in writing by either party.
- After one year of employment, entitled to 20 hours per year of paid time. Four hours per year may be added each additional year of employment up to a maximum of 40 hours.