

Library Assistant (Part Time)

Job Summary

The Library Assistant shall provide services which prioritize patrons by:

- assisting library users of all ages in a confidential, friendly and tactful manner,
- performing circulation duties accurately and timely,
- and professionally maintaining a library environment that is clean, organized, and aesthetically pleasing.

Supervision

- Reports to and receives direction from the Library Director and/or the Assistant Director
- Based on the needs and priorities of the day, gives direction and oversees page tasks/duties

Essential Functions

- Follows the Mission Statement and Policies set by the Library Board of Trustees
- Performs circulation duties as the primary responsibility of this position
- Responsibly operates the library in absence of the Library Director/Assistant Director as needed
- Awareness of the needs of the team, i.e., recognizing and volunteering assistance
- Maintain the library's organization and cleanliness
- Learn and operate Atrium, library machines, and other office equipment
- Answer the telephone and direct calls to the proper department
- Process emails and initiate phone calls with professionalism
- Assist in promoting programs and activities for library users
- Serve all library users by assisting with reference questions and when appropriate, empower users by helping them to locate books and/or electronic resources to meet their needs
- Assist with patron needs and/or partner with other staff members as needed
- Understand and be able to introduce digital resources to patrons, including the use of the library catalog, website, Libby, Hoopla, etc.
- Retrieve and return books to shelves
- Maintain familiarity with museum passes and the unique attributes of each
- Attend and contribute to staff meetings
- Perform other duties as assigned, including but not limited to, processing library materials, cataloging, and processing Inter-Library Loan transactions as needed
- Perform opening and closing procedures

Job Requirements

- Excellent customer service attitude
- Thorough knowledge of library practices, procedures and techniques
- Working knowledge of the laws, regulations and departmental policies pertaining to library services
- Ability to work effectively and cooperatively with staff, patrons, and volunteers of all ages and abilities, as well as other organizations (i.e., Friends, Trustees, Town Departments, etc.)
- Ability to maintain confidentiality of sensitive information
- Ability to be flexible and multitask; respond to needs as they arise, work with interruptions, and set/balance priorities
- Establish good rapport and interact tactfully and courteously with people of all ages, both in a group and on a one-to-one basis
- Maintain order
- Communicate clearly and effectively, both verbally and in writing
- Work with care and accuracy

Education and Experience

The above requirements are usually acquired through a combination of education and/or experience equivalent to:

- A Bachelor's Degree (with Library and/or Literature credits preferred)
- Public Library experience (preferred)

Physical Requirements

The physical elements listed are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions:

- Work is performed in the library setting. Employee must have appropriate hand-eye coordination necessary to operate computers and various pieces of office equipment.
- Regularly required to walk, stand, sit, bend and reach. This may include the use of stairs and occasionally requires moving items using carts, v-carts, and/or a hand truck, both inside and outside the building.
- Regularly lift up to 25 pounds and move or push book carts.

This position is part time (approximately 13 hours per week to start) and flexible availability is needed. The right candidate for this job will be able to work days, nights, and 1-2 Saturdays per month. Starting pay is \$16.50 per hour. Please send resume and cover letter to Janice Wiers - director@brentwoodlibrarynh.org.