Job Description

<u>Library Assistant – Part Time</u>
The duties and responsibilities of the Library Assistant include:
- Circulation procedures
- Assist customers with computers, faxes, photocopies and other technology
- Reference assistance
- Overdue notices
- Filing, typing, and other office work
- Materials processing and repairing
- Catalog magazines
- Decorate bulletin boards
- Assist with library programs
- Shelving and straightening shelves
- Other duties as assigned by the Library Director.

Suggested Minimum Qualifications
- High school diploma or GED
- Ability to perform the assigned duties

Responsibilities of all employees
- Friendly service to customers is to be given top priority.
- Be aware of local, municipal, and state legislation relevant to Intellectual Freedom. Freedom to read and freedom of the press are directly related.
- Bring complaints from the public to the Library Director's attention.
- Maintain confidentiality of all information regarding library patrons.
- At least one adult staff member must be on duty in the Library at all times when the Library is open to the public.

PLEASE NOTE: The successful applicant will be able to work during all of the hours the library is open. **This will include daytime, evening and Saturday scheduling.**
Our hours are as follows:
Monday thru Thursday 9 am to 8 pm
Fridays and Saturdays 9 am to 5 pm

In addition, the library is open during the holiday seasons and on occasional holidays.

At this time we are looking to fill a minimum of 4 hours per week, up to approximately 12 hours per week, depending on our scheduling needs. Additional shifts are often available.

Minimum starting salary is $7.50 per hour.

The successful applicant must also demonstrate proven experience in a computerized environment.