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## **Assistant Librarian (6/25)**

### Nature of work:

Under the supervision of the Director, the Assistant Librarian is responsible for helping patrons locate and borrow materials; assisting patrons with technology (e.g., photocopier, computers, printers); shelving materials and keeping shelves in order; and additional tasks as assigned.

### Essential functions of the job:

Performs circulation functions, including checking library materials in and out, placing reserves, taking payment for lost/damaged items, registering new patrons, updating patron contact information.

Performs reference functions, including searching for items in the collection, assisting patrons with library catalog, reference interviews, internet and online database searching, taking requests for interlibrary loans.

Answers telephone informational and reference questions.

Assists patrons with technology, including e-content platforms; computers and wifi; printing / scanning / copying / faxing.

Handles money for cost-based services and donations.

Shelves and shelf-reads library materials.

Performs opening and closing procedures.

Participation in monthly Sustainable Libraries certification meetings is encouraged but not required.

Performs other duties as needed.

### Required knowledge and skills

Commitment to the triple bottom line of sustainable library operations: services that are socially equitable; environmentally sound; and economically feasible.

Ability to maintain excellent customer service skills, including the ability to work well under pressure.

Familiarity with Library policies.

Ability to follow through on details and procedures.

Ability to work under minimal supervision, with good judgment about when to seek assistance from coworkers.

Ability to learn computer skills, including library software, internet searching, online database searching, e-content platforms, and basic troubleshooting.

### Minimum qualifications:

Minimum age: 16. High school diploma or equivalent preferred.

### Necessary special qualifications:

Flexible schedule to cover staffing shortages.

Reliable transportation.

### Terms of employment:

Very part-time; includes some evenings and weekends.

Compensation: \$18.50/hour. Annual wage adjustment.

Termination: 30 days' notice in writing by either party.