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 providing friendly, timely and respectful service to patrons. A willingness to learn, comfort working with the public, and an ability to work independently are key traits of a successful Library Assistant. The Assistant will report to the Library Director.

Duties may include but are not limited to:

- Plan and implement children’s programs, coordinating volunteer help as needed.
- Assist Library Director with training, scheduling, and assignments of tasks for library volunteers.
- Oversee the interlibrary loan system promptly and efficiently.
- Share duty of opening and closing library with Library Director.
- Oversee operation of the circulation desk from coordinating volunteers to answering patron questions and concerns.
- Assist patrons in locating Library materials. When possible provide sources and answers to research questions.
- Assist patrons and volunteers with computer literacy and problem solving.
- Maintain a neat and orderly work environment.
- Assist Library Director in managing the overdue book schedule: contacting patrons of overdue books on a regular basis and 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:

- Mature, friendly, reliable person able to work with public, staff, and volunteers.
- A high school diploma is required; some college education is preferred.
- Good attention to detail is required across the job duties.
- Basic computer skills are required (MS Office, internet browsing) and willingness to learn more is preferred.
- Knowledge of or willingness to learn library techniques and procedures.
- Grant writing and/or fundraising experience or willingness to learn is preferred.

Terms:

- Part time hourly position of 20 hours per week (may vary seasonally). Compensation will be commensurate with experience and education.
- Days and hours may vary; Saturday and evening work is required.
- Scheduled hours may be changed in advance as agreed upon by the Library Director and Assistant.
- The library does not offer health benefits.
- Probationary period of 3 months.
- After one year of employment, entitled to 20 hours paid vacation per year. Four hours per year may be added each additional year of employment up to a maximum of 40 hours.
- Retirement benefits are available beginning after 6 months of employment through the pension plan.