

Job title: Library Circulation Assistant
Location: At the Library & occasionally at other community locations
Terms: Permanent Part-Time – approx. 800 hrs / yr
Salary/rate: \$17.22 per hour with some holidays.
Requirements: Daytime, Evening and Weekend work

About us: Our Mission: We believe in the freedom to read, to learn, to discover and share ideas. We provide free and equal access to books, programs, electronic media, and other resources as well as professional guidance in finding and using them. We offer cultural and educational experiences through opportunities for lifelong learning, spaces to connect and engage, and by fostering a love of reading and commitment to literacy. As our town grows and changes we will continue to enrich the quality of life here by maintaining a community center that is a vibrant and welcoming place.

About the role: Under the direction of the Library Director, the Library Circulation Assistant provides equitable, high quality library services to people of all ages and backgrounds, and effectively promotes the library's resources to library users and others within the community. The well-qualified candidate will be comfortable with multi-tasking and learning technology. You will find a great team of co-workers, a respectful work environment, and enjoyable work with a purpose.

Responsibilities:

- Perform regular circulation desk duties and help to maintain an inviting library space.
- Assist patrons with readers' advisory, finding materials and using library programs, technology and services.
- Update library Facebook page with library program and service information.
- Create promotional content for library spaces and the Facebook platform.
- Catalog and process library materials in all formats as needed.
- Assist with facilitating events and programs.
- Assist in maintaining library collection including shelving, straightening and cleaning.

- Maintain confidentiality of information regarding patrons' use of library materials, programs and services.
- These are key components of the job duties. Flexibility is essential as there are multiple tasks to be learned, too numerous to list here.

Education:

- Minimum – High School Diploma
- Preferred – Experience working in a library setting.

Candidate requirements:

- Demonstrate interpersonal skills and the ability to establish and maintain working relationships with co-workers, the director, village personnel, visitors, volunteers, and the public.
- Communicate effectively orally and in writing.
- Work independently, and organize and prioritize work.
- Manage frequent sudden task changes.
- Physical strength and agility sufficient to push loaded book trucks, to lift and carry up to 40 pounds and to reach both high and low.
- Attention to detail, and ability to accept and respond positively to coaching.