

Gilman Library
Job Description
Junior Library Assistant

Position: Junior Library Assistant

Year round, part-time position (up to 19 hours per week)

Must be flexible and willing to work evenings and Saturdays.

Hourly wage is to be determined by the Gilman Library Trustees

The number of days per week and hours per day are determined by the Library Director

Job Qualifications:

This position requires the ability to give friendly expert, service to patrons of all ages and walks of life. Must show initiative, sound judgment, tact, courtesy and have the ability to communicate effectively with patrons and staff. Must have the ability to foster teamwork among staff and volunteers, prioritizing and focusing to give the best possible service to patrons and meet the needs of the library.

College education required or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Must possess a good sense of humor, basic computer skills, the ability to multitask and be detail oriented.

Must be able to bend, stretch, lift heavy books and kneel comfortably.

Responsibilities:

Duties related to the daily operation of the Gilman Library according to the policies established by the Gilman Library Board of Trustees.

Shares all general library duties with all other employees as directed by the Library Director

These duties include but are not limited to:

Opening/closing procedures

Coverage of circulation desk

Compiling daily statistics

Sending fax messages and utilizing the copy machine

Assist patrons with meeting room usage.

Shelving materials

General computer skills, data entry skills and knowledge of library automation system

Processing/Repairing library materials

Assisting with library programming when necessary

Assist patrons with basic computer skills including internet access and e readers.

The Junior Library Assistant may be assigned additional duties as follows:

Managing library website / facebook

Making selections for and reading for Story Time

Benefits:

No paid sick time. No paid vacation time. No paid holidays.

Family sickness and leave without pay, as determined by the Gilman Library Trustees.

Bereavement Leave – three days are allowed, more subject to extenuating circumstances.

Snow days – if applicable and according to the Gilman Library Personnel Policy.

Revised/Adopted by

The Gilman Library Board of Trustees

October 15, 2013. Effective for new hires starting after October 15, 2013 and all other employees as of January 01, 2014