



Library Assistant Responsibilities-Job Description

QUALIFICATIONS: Must love reading and working with people and children. Willing to work Saturdays. Bachelor's Degree and 1 year experience, or high school diploma and 2 years experience in a related professional field preferred. Must possess or be willing to work towards VT Librarian Certification. Computer literacy required.

REPORTS TO: Library Director

POSITION SUMMARY: The Library assistant will be responsible for daily public facing operations including circulation and simple reference, program planning and delivery for children and adults, marketing and social media, and any other tasks necessary to support the community. The Library Assistant must be able to work independently and with minimal supervision. This is a part time (10-12 hours a week; Monday, Wednesday, Friday, Saturday) position. Availability for at least 2 Saturdays per month is preferred.

COMPENSATION: \$20 per hour, up to 12 hours per week. Paid federal holidays for hours scheduled.

DUTIES AND RESPONSIBILITIES:

Direct Patron Service

- Circulation desk coverage
- Book recommendations and hold requests
- Provides computer, device, printer, and reference assistance to patrons
- Add new patrons and update account information
- Orders and prepares Interlibrary Loans for courier
 - tracks books send and received on paper ILL log
- Works with library director to develop programming schedule
- Schedules, prepares and executes story times and other programs

Collection Development/Maintenance

- Keeps list of patron requests and recommends books for purchase
- Processes new materials including spine labeling, covering, cataloging
- Assists in deaccession of under-used or decaying materials
- Shelves books, ensures collection is in order, all spine labels are legible and correct.

Administrative/Operations Tasks

- Answers phone and returns voicemails
- Researches and suggests new opportunities/programs
- Creates book displays
- Publicity
 - Designs monthly newsletters and flyers on Canva
 - Assists in the website maintenance
 - Updates and maintains social media presence (facebook, instagram)
 - Creates monthly updates/newsletters on Mailchimp
 - Indoor/Outdoor signage

Outreach to Community

- Collaborates with school, after school program, summer camp
- Presents at local events as needed

Continuing Education and Training

- Keeps updated about new technologies
- Participates in Vermont Department of Libraries webinars
- Attends conferences and meetings as appropriate