



Amherst Town Library

Professional service with a personal touch

POSITION TITLE: Library Assistant I (Part Time)

GENERAL DESCRIPTION:

Provides front-line patron services and supports all library activities, including circulation, reader's advisory, technical services, programming, and communication.

ESSENTIAL JOB FUNCTIONS:

Circulation

- Greets patrons throughout the library and creates a welcoming atmosphere.
- Performs all circulation functions including registration, checking out materials, and collecting payments.
- Assists patrons in the location and use of library materials in a variety of formats.
- Places holds, interlibrary loan, and purchase requests.
- Empties book drops and checks in returned materials inspecting for any damage.
- Runs pull lists and searches for requested items.
- Prepares and processes incoming and outgoing transferred materials.
- Responds to inquiries regarding customer accounts and library events or activities.
- Uses library software to assist customers with room reservations and program registration.
- Assists the public in use of basic technology including the self-checkout, public computers, copiers, printers, and fax.
- Responds to basic reference questions using library databases, online, and/or print resources.
- Shelves books and other materials and performs shelfwork (reading, weeding, shifting)
- Runs daily reports (unclaimed, overdues, holds) and notifies patrons as needed.
- Provides direction to Library Pages as needed.

Reader's Advisory/Reference

- Keeps abreast of current reading trends and pop culture to provide timely recommendations and offer guidance in selecting materials.
- Provides instruction in the use of physical and digital library tools and resources.
- Contributes to staff picks, displays, book lists, and book reviews.
- Participates in training activities to improve readers advisory skills.

Technical Services

- Covers and processes books, periodicals and media.
- Cleans and repairs damaged materials.
- Periodically locates and pulls materials for review, replacement, or withdrawal.
- Discards withdrawn materials, as needed.

OTHER JOB FUNCTIONS:

- Promotes the collections and services of the library through the website, social media, and the production of flyers and brochures.
- Participates in the development and implementation of library programs and events.
- Assists in selection and ordering of materials.
- Attends and participates in regular staff meetings.
- Periodically cleans public and staff spaces to maintain a sanitary and tidy environment.
- Supports the American Library Association's Library Bill of Rights, Freedom to Read statement, Freedom to View statement, and Code of Ethics.

QUALIFICATIONS:

- Bachelor's degree from an accredited four year college or university
- Experience working in a library or related field
- Proficiency with current technology (software, applications, platforms, devices) and ability to adapt to evolving technological environments.
- Commitment to deliver and prioritize excellent customer service.
- Willingness to learn modern library principles and methodologies and interest in professional growth and lifelong learning.
- High degree of motivation, initiative and resourcefulness and the ability to exercise independent judgment in problem solving and decision-making.
- Experience handling multiple tasks to meet deadlines and ability to adapt to changing organizational priorities
- Exemplary interpersonal skills, a commitment to teamwork, and the ability to communicate effectively.

PHYSICAL REQUIREMENTS

- Must be able to push or pull carts.
- A moderate amount of bending, squatting, lifting (up to 40 lbs.), stretching
- Standing for extended periods of time.
- Must be able to reach the highest and lowest shelves in the library.
- Ability to move quickly among duties.