

SUBSTITUTE LIBRARIAN'S ASSISTANT JOB DESCRIPTION

JOB TITLE: Substitute Librarian's Assistant

SUPERVISED BY: The Library Director, the Librarian's Assistant, as well as the Library Board, will supervise the Substitute Librarian's Assistant.

OVERVIEW OF JOB: The Substitute Librarian's Assistant is responsible for carrying out the policies of the Library Board, general library operations, and service to the public.

The Substitute Librarian's Assistant shall be defacto library manager in the absence of the Library Director and Librarian's Assistant.

ESSENTIAL DUTIES: The Substitute Librarian's Assistant is expected to attend professional meetings and workshops. When a workshop is held, the Substitute Librarian's Assistant will be paid at his/her normal rate of pay.

The library will pay for a substitute Librarian's Assistant.

The Substitute Librarian's Assistant will aid in selecting and discarding library materials, and aid in processing materials after being checked in.

The Substitute Librarian's Assistant shall aid in the maintenance and repair of the physical facility, as well as aid in creating displays, etc.

The Substitute Librarian's Assistant will assist in maintaining circulation records and sending overdue notices.

The Substitute Librarian's Assistant will help maintain and improve the children's collection, as well as plan and execute all children's activities.

QUALIFICATIONS: The Substitute Librarian's Assistant must have a High School Diploma or equivalency.

The Substitute Librarian's Assistant shall possess a general knowledge of public library service, an ability to learn, to work well with people, and to take directions and constructive criticism, and improve on the job.

The Substitute Librarian's Assistant shall have some knowledge of computers and be competent in using them.

The Substitute Librarian's Assistant must possess resourcefulness, a sense of humor, well-groomed appearance, willingness to please, and a good rapport with children and adults.

The Substitute Librarian's Assistant must be able to perform the duties of this job with or without reasonable accommodations.

Starting rate of pay: \$7.25

There will be a 3 month review with possible pay increase.

There will be a 1 year review with possible pay increase.

The remaining annual reviews are performed in November or December of each year.

The library board sets any pay increases.

Benefits are not included.

Date: _____

Signed: _____