

## PART-TIME LIBRARIAN'S ASSISTANT JOB DESCRIPTION

**JOB TITLE:** Part-Time Librarian's Assistant

**SUPERVISED BY:** The Library Director, the Librarian's Assistant, as well as the Library Board, will supervise the Part-Time Librarian's Assistant.

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

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

**ESSENTIAL DUTIES:** The Part-Time 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. In all cases, mileage will be reimbursed at the current mileage rate.

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

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

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

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

The Part-Time Librarian's Assistant may help maintain and improve the children's collection, as well as plan and execute all children's activities.

**QUALIFICATIONS:** The Part-Time Librarian's Assistant must have a High School Diploma or equivalency.

The Part-Time 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 Part-Time Librarian's Assistant shall have working knowledge of computers and be competent in using them.

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

The Part-Time Librarian's Assistant Salary and Benefits:

Hours: 18-25 per week

Starting rate of pay: \$8.25

Annual reviews are performed in November.

The library board sets any pay increases.

Benefits are not included.

7-10 days of advance notice of absences is preferred.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_