



Madawaska Valley Public Library

Library Assistant

Description

This part-time position is responsible for staffing the circulation desk, library duties as required and for assisting the CEO with program planning & implementation as well as the promotion of programs, resources and services through the use of print & social media. The position is for 14 – 18 hours per week, and includes some Saturdays and evenings. Library training or equivalent experience is preferred.

Responsibilities

- Provide effective, friendly, helpful service to Library users when staffing the Circulation Desk.
- Use library automated circulation system to lend materials to library users including checking materials in and out, processing holds, registering borrowers, collecting fees, informing patrons of the status of their accounts, and conveying information about library policy.
- Instruct patrons needing help on library computer
- Assists patrons using library equipment, performing basic maintenance on copiers and computers.
- Library opening and closing procedures.
- Assist with planning programs and activities for diverse age groups to encourage reading and to stimulate use of the library including summer reading programs, school tours, class visits, outreach programs, and special events.
- Assist with promotion of programs, services and resources through the use of creative displays, print media and social media platforms.
- Assist in seeing that Library rules of conduct are observed by asking Library users to observe rules of conduct that are not being followed, and by informing Library administration when necessary.
- Receives & processes InterLibrary Loans.
- Withdraws weeded materials.
- Performs other duties as requested by the CEO.

Job Specifications

- Library Technician Diploma, Library Excel Diploma or equivalent preferred.
- Library & program planning experience is preferred
- Library skills sufficient to accomplish the duties listed above, “transferable” skills, or the ability to learn those skills, including those necessary to staff the Reference Desk. In particular, the ability to learn the use of the Dewey classification system, and other Library procedures is required.
- Computer skills sufficient to perform the functions of the Library’s automated Library system, particularly the online catalog and circulation functions and to assist patrons with accessing the library’s online content and computer related issues.
- Excellent customer service skills are essential.