

## **Rockingham Free Public Library**

### **Job Description**

**Job Title:** Library Assistant

**Grade:** 6

**Department:** Adult Services

**Supervisor:** Library Director

**Job Class:** Permanent, part-time, hourly, with pro-rated benefits

#### **Job Summary:**

The Library Assistant directly supports library patrons in many ways, including serving as primary point of contact while working at the main circulation desk (approximately 12 hours per week), helping patrons with technology needs, assisting in collection management, providing support for adult and youth programming (as needed), and processing invoices (no previous financial experience required; approximately 2 hours every other week). Position includes two eight-hour weekday shifts and one four-hour Saturday shift, at an hourly rate of \$20. Expected schedule is Thursday (8 hours), Friday (8 hours) and Saturday (4 hours).

#### **Primary Functions:**

- Performs circulation desk activities, including but not limited to circulation management, registering new patrons, searching the catalog, and otherwise assisting patrons with general library requests.
- Orients patrons to the library and informs users of library resources and activities.
- Answers standard library queries for patrons in the library, as well as requests sent via telephone, email, and social media.
- Posts to library's social media accounts (with others).
- Updates library website content (with others).
- Processes invoices.
- Manages supply inventory.
- Performs other tasks as needed.

#### **Job Standards and Accountability:**

- The library is represented in a positive and professional manner to patrons and others in the community.
- Library Assistant develops and maintains productive relationships with colleagues.

#### **Working Conditions:**

The majority of work is performed in the library, with occasional travel to meetings or workshops. Ability to lift 25 pounds expected, though reasonable accommodations can be arranged if necessary. The

library is committed to maintaining a fixed weekly schedule to support employee work-life balance. This position is eligible to join the library employees' union (optional).

**Qualifications:**

- B.A. degree or Vermont Library Certification (or commitment to obtain certification) required.
- Library experience or knowledge of principles and practices of public libraries preferred.
- Excellent oral and written communication skills.
- Ability to multi-task.
- Ability to work independently and as part of a team.
- Can-do attitude, patience, and good humor are essential.
- Proficiency with computer software including Microsoft Office suite, Google applications, and other popular software systems.
- Ability to provide information technology support with internet use, Microsoft products, as well as troubleshooting telephone and computer problems for patrons.

**How to Apply:**

Email a cover letter and resume to [director@rockinghamlibrary.org](mailto:director@rockinghamlibrary.org)  
Priority will be given to applications received before Friday, February 16, 2024.