

Henderson Free Library

Serving Henderson and surrounding communities since 1922

P.O. Box 302 • Henderson, NY 13650

Phone: (315) 938-7169 • Fax: (315) 938-7038 • henlib@ncls.org

Job Description

Library Assistant

Position Summary

The Library Assistant provides a wide variety of basic public, technical, and clerical services. These include information and reference service, reader's advisory, circulation services and administrative support. This position is also responsible for some programming and outreach duties. This is a part-time position.

Reporting Relationships

Reports to the Library Director

Wages

\$15.50 per hour

Schedule

This is a year-round, part-time position for 14 hours per week. The schedule is as follows:

Tuesday: 12pm-5pm

Thursday: 12pm-5pm

Saturday: 9am-1pm

Schedule is subjected to change

Responsibilities

- Performs circulation desk duties, including greeting patrons, checking in and out library materials, registering new patrons, renewing patron accounts, collecting money for print/fax services and the book sale, calling patrons with holds, and shelving books.
- Maintains library public areas in a clean and orderly fashion by sustaining orderly shelves, refilling displays, and performing light cleaning/organizing tasks.
- Provides reader's advisory, reference, and other patron assistance services.
- Works proficiently with basic computer software and the Polaris LEAP software specifically.
- Assists patrons with computer use and troubleshoots basic computer and office equipment problems.
- Maintains up-to-date knowledge of all library online resources.
- Assists with special projects, events, and outreach programs.

- Assists with opening and closing duties.
- Attends continuing education classes/webinars that are relevant to the position.
- Maintains the hold shelf, including calling patrons with holds, and checking in unclaimed items.
- Using and maintaining the printers, copiers, and fax machine.
- Plans for and provides at least one program a month.
- Performs other duties as assigned.

Job Knowledge, Training and Experience

This position requires a High School Diploma or GED. Experience in customer service is preferred. Computer proficiency and the ability to work well with the public is required. Knowledge of the community where the library is located and a general understanding of library operations is helpful.

Ability and Skills

- Ability to gain proficiency using Polaris LEAP.
- Ability to gain a working understanding of current and developing technologies as they relate to public library operations and services. Including databases, electronic devices, and social media.
- Ability to use Microsoft Word, Microsoft Excel, and Canva Design Space.
- Ability to work/use a copier, printer, and fax machine.
- Ability to establish a positive working relationship with the staff, trustees, and the public.
- Ability to work independently, and as part of a team.
- Ability to use alphanumeric order.
- Ability to use the Dewey decimal system.
- Ability to maintain confidentiality and use appropriate judgement when handling information and patron records.
- Ability to maintain high standards of library service.

Physical Effort

This position requires standing, sitting, twisting, and bending for periods of time. Some lifting is also required.

* Interested Candidates should submit a cover letter, resume, and application to: *

Ashley Morrison, Library Director
 amorrison@ncls.org