

# **Library Assistant**

Wendell Free Library

## **General Statement of Duties:**

Supports and works in collaboration with the Library Director. Assists with library operations including circulation, collection maintenance, cataloging, patron services, technology assistance, and programming. Responsible for the public operation of the library in the absence of the Director, following policies and procedures established by the Director and the Wendell Library Board of Trustees.

## **Qualifications:**

- High school diploma or equivalent; Bachelor's degree preferred
- Ease of working with the public and an effective communicator
- Familiar with principles and practices of public library service
- Able to use computers in a variety of applications
- Able to work independently and in collaboration with others

## **Essential Functions and Responsibilities:**

- Performs patron services including circulation and technical assistance (troubleshooting patron computer problems, assisting with online library materials, online catalog use)
- Performs a variety of clerical duties, including preparing materials for circulation, catalog data entry, shelving and pulling materials, and understanding and using the multi-function printer
- Assists with programming for all age groups
- Trades hours or substitutes for the Director or other staff as needed
- Performs daily maintenance chores as needed (sweeping, rearranging furniture for programs)
- Performs related duties as needed
- Works 2 weekend shifts a month

## **Compensation:**

- \$16.97 per hour (with 4.5% COLA if approved at Town Meeting for FY25), non benefited position
- 10 hours per week