

Weekend Library Assistant

March 2022

The Weekend Library Assistant reports to the Director and is responsible for providing weekend coverage for the Newbury Public Library. This position is for 5 hours per week with hours expected to be Saturdays from 9:30 am to 2:30 pm, with the opportunity for some additional hours to help fill in staff absences.

Workplace Responsibilities:

- Greet, assist, and refer library users according to their needs; perform a wide range of clerical public contact duties.
- Open and close the library building. Keep daily records of circulation and activities and answer the telephone.
- Using the library's automated circulation system, perform circulation functions including checking materials in and out, processing holds, registering borrowers, informing patrons of the status of their accounts, and conveying and enforcing library policy.
- Answering questions (in person and on the phone), including providing reader's advisory.
- Assist patrons in using the electronic public access catalog, and in finding items in the collection.
- Instruct patrons needing help on library computers. Provide assistance with personal devices used for downloadable books; troubleshoot and resolve issues with downloads as needed. Assist patrons using library equipment, including copier and fax machine.
- Apply appropriate judgment, discretion, and professional office protocols to all library confidential information.
- Some supervision may be required, including supervising the student worker in the absence of Director or Assistant Director.
- Other duties as assigned.

(The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. No priority is intended in the order of these functions.)

Necessities of the position:

- Library operating hours require some evening and weekend work.
- Regular attendance and punctuality at the workplace is required.
- Perform similar or related work as required, directed or as the situation dictates.
- This position is contingent on 3 references and a criminal background check.

Compensation:

\$14.00-\$15.00 per hour

Recommended Minimum Qualifications:

Education, Training, and Experience:

Any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this job.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks require the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 25 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Vision and hearing at, or correctable to, normal ranges is necessary. Must be able to communicate verbally. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions. Work is performed under typical office and library conditions; the noise level is moderate. Essential functions are regularly performed without exposure to adverse environmental conditions.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)