

MOULTONBOROUGH PUBLIC LIBRARY

SUBSTITUTE LIBRARY ASSISTANT

JOB DESCRIPTION

Position Title: Substitute Library Assistant

Reports to: Head of Library Services

Hours: Irregular; including weekdays, evenings, and Saturdays

Classification: Part-time, hourly, non-exempt

Purpose and Scope:

The Substitute Library Assistant will provide professional library services to Moultonborough Public Library patrons of all ages. They may be called upon to fill in for vacations and absences of regular staff. Work shifts range from three (3) to eight (8) hours per day, depending on the library's needs.

Specific Duties:

- Primary duty is coverage of the Circulation Desk including checking materials in and out, placing reserves on materials, registering new patrons, and assisting patrons in person, by phone or by email.
- Shelving materials and making sure materials are organized and in order.
- Assists patrons with basic computer and technology needs.
- Other duties as assigned.

Qualifications Required:

- A high school diploma or equivalent.
- Enthusiastic customer service skills and positive, proactive public service orientation.
- Ability to communicate with the public, staff and other community members on the phone, in person and in writing, in a professional and courteous manner.
- Ability to handle confidential and sensitive information in an appropriate and secure manner.
- Ability to organize work under minimal supervision and be self-motivated.
- Demonstrate proficiency with computers, mobile devices, and other technology, such as internet applications.
- Ability to work a flexible schedule and fill in as needed.
- Demonstrate a professional attitude and appearance.

Qualifications Preferred:

- Experience working in a public library.
- Experience working with a community organization or association serving the needs of a community.