



Durham Public Library

49 Madbury Rd, Durham, NH 03824 | (603) 868-6699 | [durhampubliclibrary.org](http://durhampubliclibrary.org)

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## **Substitute Library Assistant, Part-time, Durham Public Library**

**Position Description:** Friendly & outgoing multi-tasker needed to join a dedicated staff at the Durham Public Library. Candidate must enjoy working with patrons of all ages; have good communication skills, both oral and written; be computer literate; be comfortable assisting patrons; and be able to assist with library programs and events.

**Hours:** Substitute Library Assistants are called on an as-needed basis to work shifts to cover sick leave, vacations, maternity leave, Saturdays, evening shifts and other periods of high patron usage. Must have Saturday and late afternoon/evening availability.

### **Responsibilities:**

- Perform general circulation duties.
- Shelve library materials.
- Provide strong customer service.
- Demonstrate excellent verbal and written communication skills and the ability to work collegially with others.
- Assist children, young adults, and adults with questions and help connect them to materials and information.
- Answer questions about technology, devices and other library resources.
- Other responsibilities as assigned.

**Minimum Qualifications:** Excellent communication and customer service skills; ability to operate a computer; ability to work cheerfully and independently; a good sense of humor. Library experience is preferred but is not required.

**Salary:** \$15.00 per hour. This part-time position does not include benefits.

**Other:** Background check required

To apply, email resume including cover letter to Library Director Sheryl Bass at [sbass@ci.durham.nh.us](mailto:sbass@ci.durham.nh.us).

### **Position is open until filled.**

Reasonable accommodations can be made to enable individuals with disabilities to perform essential functions. Tasks require the ability to exert light physical effort in carrying and shelving books, as well as performing other typical library functions. The employee must regularly lift and/or move material weighing up to 35 lbs. May be required to push or pull book trucks weighing up to 150 pounds. Vision and hearing at, or correctable to, normal ranges is necessary. Depth, color, peripheral, and distance vision routinely required. Standing, sitting, kneeling, squatting, and reaching are also routinely required.