



Kennebunk Free Library
Part-time (17 hrs.) Library Assistant Job Description
May 2023

The Library Assistant supports the Library in meeting the diverse cultural, informational, educational and recreational needs of the community. They also develop and promote the use of library resources for literacy and life-long learning. Our mission is to inspire and enable our communities to discover, learn, and connect and the Library Assistant plays a crucial role in this. Outstanding customer service skills, plus the ability to communicate effectively with others, both orally and in writing, are required.

Key Areas of Responsibility

- Helps keep the Library running smoothly during daily operations
- Performs clerical work in circulation, interlibrary loan, materials processing and shelf maintenance
- Assists patrons in finding information and using library services and facilities
- Helps establish and maintain a high customer service performance standard
- Supports a safe environment for the staff and public and protects the rights of patrons including free access to information and confidential use of library materials
- Prepares displays, notices, press releases, newsletters, & other visual promotions of the library
- Coordinates programs featuring the collection, library services, books and learning for all ages
- Trains & supervises library volunteers as assigned
- Maintains patron and collection records, processes overdue notices, and processes Interlibrary Loan requests

Skill Requirements and Experience

- A college degree is required. Public library experience preferred. Any equivalent combination of education and experience sufficient to perform the position's responsibilities may be considered
- Proficient in Windows and Office. Ability to learn new computer programs is required. Previous experience using automated library software is preferred.
- The ability to work accurately and efficiently with a multitude of details in a busy atmosphere is required.

Working Conditions

The physical requirements 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. Hazards are minor and controllable, but can include exposure to high precarious places, toxic or caustic chemicals, risk of electrical shock, cramped quarters, human error and angry/hostile humans.

- Establish and maintain effective working relationships with library administration, staff, Trustees, and volunteers
- Positively interact with the public under varied conditions
- Exercise tact, leadership, and independent judgment
- Maintain focus under varied conditions including stressful, noisy and distracting conditions
- Remain in a stationary position for lengthy periods of time

- Position self to retrieve materials from shelves and carts
- Transport materials of up to 25 pounds, with some exposure of weights up to 50 pounds
- Pull and push book trucks, with casters, weighing up to 200 pounds
- Use telephones, computers, printers, scanners, photocopiers, and other office and telecommunication equipment
- Work weekday, evening, and weekend hours

Salary and Benefits

This is a part-time position (17), starting at \$18.50/hour, that reports to the Assistant Director/Head of Adult Services, and includes some evening and Saturday hours. KFL offers professional development opportunities, education reimbursements, paid lunches, paid parental leave, paid holidays, and sick and vacation leave.

To apply, please send cover letter and resume to:

Michelle Conners, Director (she/her)
Kennebunk Free Library
112 Main Street
Kennebunk, Maine 04043
or email to kfl@kennebunklibrary.org

Kennebunk Free Library is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. We encourage our community to embrace and share their life experiences, inventiveness, innovation, self-expression, and unique capabilities so that we may all better understand and learn from each other. We also embrace our community's differences in age, color, disability, ethnicity, family or marital status, sexual orientation, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, socio-economic status, veteran status and other characteristics that make our community unique.