

Position: Library Assistant

Reports To: Circulation Supervisor

Position Summary: Supports all areas customer service and assists with daily tasks of the library

General Responsibilities:

Provides excellent customer service in person and on the phone

Assists patrons in locating books and other library materials

Processes library materials in from and out to patrons

Sorts and shelves library materials

Assists patrons with internet access and basic technical needs

Able to count change and handle money

Fulfills all duties at circulation desk as scheduled, including opening, and closing library

Other duties as assigned

Required Qualifications:

Education: High school diploma or equivalent

At least one year of customer service experience, previous library experience preferred

Working knowledge of computers, standard office equipment and basic knowledge of MS Office, email, Internet

Excellent written and verbal communication skills

Ability to work cooperatively and have positive working relationship with patrons, co-workers, and volunteers

Physical Requirements: Ability to lift at least 30 pounds, reach high shelves, stoop, bend and remain standing and/or sitting for extended periods of time.

Work Environment: Ability to work without supervision in a fast-paced multitasking environment, interact with public in cordial fashion, be receptive to change, and attentive to details.

Hours: Part-time, expected schedule is 20-25 hours per week. Must be available to work some evenings and at least two Saturdays a month.

Benefits: Paid holidays and accrued PTO. Dental option paid by employee. Starting salary: \$16/hour.

To apply:

Please email a letter of interest, resume, and three professional references (include name, title, telephone number, and e-mail address) to:

Juli Wald at juliw@middleburylibrary.org

Application reviews begin January 20, 2025. Position open until filled.