



Library Assistant, 25 hours/week (M-F 12:30-5:30 pm), some evenings and weekends

Duties:

- Performs circulation desk procedures, such as checking-in and checking out materials, registering patrons, answering reference questions, collecting money and answering phones
- Assists patrons with copies, printing, scanning and faxing
- Assists patrons with computer issues and other equipment
- Oversees MeL:
  - Responsible for ILL issues, updates, reports, staff support, and training
  - Completes MeL reports each week and follows through with lost, missing, and overdue items
  - Maintains MeL supplies (print bands, organize bags and boxes, order when additional supplies are needed)
- Prepares the library newsletter for printing and emailing. Works with the Friends of the Library to assemble the print publications and takes care of getting it mailed out. Manages the email and mailing lists for the newsletters.
- Assist with collection maintenance / shelving library materials / read assigned shelves
- Assist with library programs and displays as needed (including SRP and helping with parades)
- Additional responsibilities mutually decided upon by the Director and Assistant

Knowledge and Abilities:

- Ability to communicate effectively with staff and public and maintain effective public relations
- Ability to understand library policies and procedures and apply them to library operations
- Ability to maintain reliable schedule and regular attendance
- Ability to coordinate and prioritize tasks to meet deadlines
- Ability to act harmoniously with library staff, patrons and vendors

Required Qualifications:

- High school diploma or GED / Graduation from a college or university preferred
- Knowledge of basic operation of desktop computer, Microsoft Office and Windows

Pay rate: \$16/hour; after 3 months: \$16.50/hour

Benefits: Paid sick time. Paid vacation after one year. SEP after two years.

Please submit resume and cover letter in person or to [director@rawsonlibrary.org](mailto:director@rawsonlibrary.org) by May 8, 2026.