

Rawson Memorial District Library
Job Stands/Position Description
Library Page

Description:

Under the general supervision of the Director, performs a variety of duties including working at the circulation desk, assisting patrons and staff, and providing excellent customer service. This is regular year-round employment, and the applicant must be at least 16 years old.

Duties:

- Assists with collection maintenance by shelving library materials, reading assigned shelves, and checking the book drop during shifts
- Works at the circulation desk where the focus is on providing excellent customer service to all library patrons
 - Interacts with patrons as they check out and return items
 - Assists patrons with copies, printing, scanning, and faxing
 - Assists patrons with computer issues and other equipment
 - Collects payments and makes change
 - Answers phone and makes calls when necessary
 - Provides reference and reader's advisory services
- Covers new books
- Processes discarded books
- Helps keep library orderly: chairs, magazines, books in place, litter picked up, check restrooms
- Helps set up and take down tables and chairs in the meeting room
- Helps with Summer Reading Programs
- When other duties are complete, checks with senior staff to see if they need assistance with projects
- Additional responsibilities mutually decided upon by the Director and Assistant

Knowledge and Abilities:

- Ability to communicate effectively with staff and the 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 use computer software and manage computerized files including library automation system
- Willingness to maintain skills in the above-mentioned areas through active participation in appropriate learning experiences
- Ability to act harmoniously with library staff, patrons, and vendors

Hours:

Tuesdays & Thursdays: 3 or 3:30 - 8 pm / Friday: 3 or 3:30 - 5 pm / 9 am - 2 pm every other Saturday

Pay: \$13.73/hour