

<b>Position Title:</b>	Library Assistant	<b>Date Revised:</b>	August 29, 2016
<b>Department/Subdivision:</b>	Library/ Youth Services	<b>Classification:</b>	Regular / Part-time / Non-Exempt
<b>Salary Scale/Grade:</b>	Grade 2	<b>Reports to:</b>	Youth Services Librarian

**General Description:**

Under supervision of the Director, responsible for assisting Youth Services Librarian with planning, programming, collection development, and visioning. Acts as team player and covers patron services desk and assists in all departments as needed.

**Essential Duties & Responsibilities:**

Provides assistance to Youth Services Department, including with collection development, book displays, reader's advisory, strategic planning, and contributing creative ideas to improve youth services.

Assists with development, planning, and implementation of all programming for youth services, including early literacy sessions, summer reading program, and special events.

Assists with development, planning, and implementation of our growing Young Adult Program. This includes independently creating strategies for serving young adults.

Assists with inventory and weeding of young adult and children's collections. Assists with the discard process.

Manages the makerspace project calendar. Works with staff to ensure new projects are scheduled. Oversees set-up, ongoing supply checks and maintenance, and troubleshooting with equipment. Researches new makerspace toys and projects, tracks usage, and generally manages to ensure a successful makerspace program.

Covers patron services desk as needed and as part of the Saturday rotation. Completes opening and closing procedures. Interacts with library patrons, answers phones, assists patrons and callers with routine questions and directs them to appropriate departments or staff. Explains routine library policies.

Processes library checkouts, renewals, returns, holds and registrations, utilizing the integrated library system.

Assists with maintaining patron services desk spreadsheets including the Meeting Room calendar, museum passes registrations, and order requests.

Assists with collection of monthly statistics for the Youth Services department.

Completes office supply ordering as needed.

### **Other Duties and Responsibilities:**

Completes training as needed to stay current with emerging technologies and their application in the public library

Performs other related duties as required.

### **Competencies:**

Ability to maintain confidentiality and use appropriate judgment in handling information and records.

Knowledge of children's services.

Knowledge of library operations, policies and procedures.

Ability to operate a wide variety of office equipment.

Ability to communicate effectively both verbally and in writing; to establish positive public relations for the Library; and interact with a wide variety of people.

Ability to follow oral and written directions.

### **Required Education & Experience:**

Duties require a Bachelor's Degree. Library course work preferred or any equivalent combination of education and experience demonstrating the necessary knowledge, skills and abilities in library operations, especially those in the area of children's services

Thorough knowledge of children's services, children's programming, materials selection, and public library service.

Professional knowledge of public library operations, policies and procedures

Must be proficient in the use of the computer, especially with Microsoft Office Suite and Integrated Library systems.

**Supervisory Responsibilities:**

This job has no direct supervisory responsibilities.

Assists in directing volunteers.

**Work Environment:**

Normal office environment, not subject to extremes in temperature, noise, odors, etc.

Extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.

Regular interruptions to assist public and co-workers.

**Physical Demands:**

Regularly required to walk, stand, bend, reach, and lift books, and materials, as well as go up and down stairs.

Regularly required to walk short distances.

**Travel:**

Occasional travel to professional development opportunities

**Position Type / Expected Hours of Work:**

Part-time position. Hours range from 20-28 hours per week depending on assignments.

**Additional Eligibility Qualifications:**

**Work Authorization / Security Clearance:**

- Must pass a pre-employment drug screening
- Must pass a Local, State, and Federal criminal background check
- Must pass a State of New Hampshire Department of Motor Vehicles background check

**EEO Statement:**

The Town of Peterborough provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, race, creed, marital status, familial status, physical or mental disability, or national origin. In addition to federal law requirements, Town of Peterborough complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall transfer, leave of absence, compensation, and training.

**Duties & Responsibilities are Subject to Change:**

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures:**

This job description has been approved by all levels of management:

Department Director \_\_\_\_\_ Date  
\_\_\_\_\_

Human Resources \_\_\_\_\_ Date  
\_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date  
\_\_\_\_\_