

## **Fill-In Library Assistant**

### **PRIMARY PURPOSE**

The purpose of this position is to have someone with a flexible schedule available to work whenever a library employee is on vacation, out on medical leave, or taking personal time off.

The primary responsibility of the Fill-In Library Assistant is to work at the circulation desk and perform all standard circulation desk duties. Other work might include, but is not limited to, shelving material, opening/closing the library, and performing interlibrary loan duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.*

Work at the circulation desk, checking materials in and out using the automated system; answer reference questions; assist patrons with the selection of books, video and audio material, and periodicals; assist patrons with computer usage and Internet searches.

Register new patrons, update patron files, input patron data; run hold lists and retrieve materials for delivery; sort delivery bins and notify patrons of reserves; may open and close the library; supervise pages, as necessary.

The fill-in library assistant may be responsible for library operations, in the absence of other staff.

### **SUPERVISION**

This position works under the general direction of the Library Director, or, in the director's absence, the Assistant Director. The employee works in accordance with approved policies; duties require exercise of some independent judgment to establish priorities; unusual situations are referred to the Library Director or Assistant Director.

### **WORK ENVIRONMENT**

Work is performed in typical library conditions with considerable public interaction; scheduling may include evenings and Saturdays.

The employee operates standard office equipment.

The employee has regular contact with the general public.

The employee has access to patron records.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

High school diploma; some experience working with people; Experience with CW/MARS, Evergreen, and Microsoft products are highly desired.

### **KNOWLEDGE, ABILITY AND SKILL**

Some knowledge of library principles and operations desirable; knowledge of computers and the Internet; familiarity with acquisitions.

Ability to interact tactfully and appropriately with library patrons; ability to speak effectively; ability to work independently; ability to work with attention to detail; ability to learn computer operations and related library databases.

Oral communication skills; excellent interpersonal and communication skills; computer skills.

### **PHYSICAL REQUIREMENTS**

Minimal physical effort is required to perform administrative duties. The employee is frequently required to stand, walk, sit, speak and hear and use hands to operate equipment and to retrieve and shelve materials from all areas of the library. The employee lifts and moves books and other items weighing up to 20 pounds. Vision requirements include the ability to read documents and use a computer.

Submit applications directly to me at [rdifazio@cwmars.org](mailto:rdifazio@cwmars.org) or mailed to:

Rob Difazio, Library Director  
Dalton Free Public Library  
462 Main Street, Dalton, MA 01226

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