



153 US Highway 5 : PO Box 137

Hartland, VT 05048

4/26/2019

Library Assistant II

Job Summary

The Library Assistant helps keep the library running smoothly during daily operations. Performs responsible and varied clerical work in circulation, as well as library promotion and publicity.

Reports to Library Director.

Time commitment is 8 hours per week, including Thursday evening and one Saturday per month, with the possibility of additional hours in the future.

Principle Responsibilities and Duties

- Designs posters and flyers to promote library programs and events.
- Manages library's social media accounts (Facebook, Twitter and Instagram) and schedules regular posts.
- Assists library director with design and content of email newsletter and enters patron information to mailing list.
- Assists patrons with information requests at the desk and on the phone.
- Processes overdue notices.
- Creates book displays in the library.
- Opens and closes the library.
- Helps establish and maintain a high customer service performance standard.
- Other duties as assigned.

Knowledge, Skills and Abilities

- Demonstrates a working knowledge of library principles and practices.
- Understands computers and automated library systems.
- Exhibits strong written and oral communication skills.
- Works in a friendly, pleasant and effective manner with patrons, co-workers, and volunteers.
- Works independently and takes initiative to successfully complete duties.
- Exhibits good telephone skills.
- Enjoys reading and using other library materials and helping others of all ages enjoy library resources.

Education and Training

High school diploma required. Previous library experience and graphic design experience preferred. Experience using social media required. A college degree is desirable but not required.

Benefits Pro-rated paid vacation and sick time. No health insurance or retirement benefits.