



Kennebunk Free Library
Part-time Library Assistant Job Description
December 2021

The Library Assistant supports the Library in meeting the diverse cultural, informational, educational and recreational needs of the community with library services as well as develops and promotes the use of library resources for literacy and life-long learning. Our mission is to inspire and enable our communities to discover, learn, and connect and the Library Assistant plays a crucial role in this. Outstanding customer service skills, plus the ability to communicate effectively with others, both orally and in writing, are required.

Duties and Responsibilities

The Library Assistant:

- helps keep the Library running smoothly during daily operations,
- performs responsible and varied clerical work in circulation, interlibrary loan, materials processing and shelf maintenance,
- assists patrons in finding information and using library services and facilities, and
- helps establish and maintain a high customer service performance standard.

Your primary duties are to support a safe environment for the staff and public and protect the rights of patrons including free access to information and confidential use of library materials.

In addition to the primary duties listed above, the Library Assistant may also be directed to:

- prepare displays, notices, press releases, newsletters, & other visual promotions of the library,
- prepare & present programs featuring the collection, library services, books & learning for both adults and juveniles,
- train & supervise library volunteers as assigned,
- maintain patron & collection records, process overdue notices, process Interlibrary Loan requests, and
- repair collection materials.

Because the Library Assistant has extensive involvement with the day-to-day activities of the Library, the Library Assistant is in a special position to observe patron and Library needs. The person in this position needs to alert the management staff of problems in the Library and unmet service areas.

Educational Requirements/Skills

A college degree is required. The Library Assistant must have a clear understanding of common computer programs such as Microsoft® Word, Publisher and Excel, possess the ability to learn new computer programs, and possess the ability to work accurately and efficiently with a multitude of details in a busy atmosphere.

Previous work experience in a library and using automated library software is preferred.

Personal Qualifications/Attributes

To provide optimum library services to the community, the Library Assistant needs to have a positive, lively and courteous manner. You must present a neat appearance. Some of the public's interaction with the Library Assistant may be difficult but the person in this position must present a fair, patient and respectful demeanor to all patrons. Honesty and respect for the rights of others is a minimum requirement because of the legal and ethical responsibilities of working with library patrons. An interest in books, reading and learning is highly desirable.

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are performed in an office type environment.

Duties require:

- extended periods of walking, standing, talking or hearing, keyboarding, lifting/carrying items, reaching with hands and arms, and using hands to finger, handle or feel,
- occasional periods of sitting, climbing or balancing, pulling/pushing items, and stooping, kneeling, crouching or crawling,
- moving weights up to 25 pounds are frequently encountered, with some exposure of weights to 50 pounds, and
- pulling and pushing book trucks, with casters, weighing up to 200 pounds.

Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Hazards are minor and controllable, but can include exposure to high precarious places, toxic or caustic chemicals, risk of electrical shock, cramped quarters, human error and angry/hostile humans. The noise level ranges from quiet to moderate. Hours are irregular and include evening and weekend hours.

Staff Relationships

The Library Assistant is hired by the Library Director and the Assistant Library Director/Head of Adult Services and will report to either Adult Services or Youth Services Librarian. When the Director is not in the building the Assistant Director is in charge of all staff. When both the Director and Assistant Director are unavailable the Youth Services Librarian is in charge. Some supervision of tasks and activities are delegated to the Assistant Director or Youth Services Librarian, but the Library Assistant is ultimately under the supervision of the Director. In addition, the Library Assistant must be able to cooperate in a positive manner with all Library staff.

This is a part-time position which includes some evening and Saturday hours. Starting wage is \$17.50/hour. Benefits and other personnel policies are in compliance with Kennebunk Free Library's personnel policies and procedures.

To apply, please send cover letter, resume, and list of three professional references to:

Michelle Conners, Director
Kennebunk Free Library
112 Main Street
Kennebunk, Maine 04043

or email to kfl@kennebunklibrary.org