



Kennebunk Free Library
Part-time Library Assistant Job Description
September 2022

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. Public library experience preferred. Any equivalent combination of education and experience sufficient to perform the position's responsibilities may be considered
- Proficient in Windows and Office. Ability to learn new computer programs is required. Previous experience using automated library software is preferred.
- The ability to work accurately and efficiently with a multitude of details in a busy atmosphere is required.

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. 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 Library Assistant must be able to:

- Establish and maintain effective working relationships with library administration, staff, Trustees, and volunteers
- Positively interact with the public under varied conditions
- Exercise tact, leadership, and independent judgment
- Maintain focus under varied conditions including stressful, noisy and distracting conditions
- Remain in a stationary position for lengthy periods of time
- Position self to retrieve materials from shelves and carts
- Transport materials of up to 25 pounds, with some exposure of weights up to 50 pounds
- Pull and push book trucks, with casters, weighing up to 200 pounds
- Use telephones, computers, printers, scanners, photocopiers, and other office and telecommunication equipment
- Work weekday, evening, and weekend hours

Staff Relationships

The Library Assistant is hired by the Library Director and will report to either the Assistant Director/Head of Adult Services or Head of Youth Services, 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 \$18.50/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 (she/her)

Kennebunk Free Library

112 Main Street

Kennebunk, Maine 04043

or email to kfl@kennebunklibrary.org