

Library Assistant

Job Description

A. Purpose of Job

To assist in providing library services to the public.

B. 1. Type of Work

Librarianship, clerical.

2. Relationships

Ability to work with supervisors, co-workers and the public.

3. Duties

--Work at circulation desk, charge and discharge materials; answer the telephone, as needed; assist patrons in locating materials; answer reference questions; notify patrons of requested materials; shelve materials; weed magazine drawers as needed.

--Assist patrons in using public access computers and internet workstations.

--Assist with Blueberry Festival and other functions.

--Register library patrons.

--Collect and document fines, and other monies collected.

--Other miscellaneous duties, as needed.

C. Hours Part time

D. Supervision

Responsible to the Administrator/Librarian.

E. Requirements

--High school diploma preferred. Basic computer and internet skills. Working knowledge of Microsoft Office.

Susquehanna County Historical Society and Free Library Association

Employment Application

Name: _____

Date: _____

Address: _____

Telephone #: _____

E-Mail Address: _____

Education

High School: _____

Graduation Date (or last year completed): _____

College: _____

Degrees, Dates Attended: _____

Graduate School: _____

Degrees, Dates Attended: _____

Work Experience

Position: _____

Employer: _____

Address: _____

Dates: _____

Responsibilities: _____

Position: _____

Employer: _____

Address: _____

Dates: _____

Responsibilities: _____

Position: _____

Employer: _____

Address: _____

Dates: _____

Responsibilities: _____

Special Abilities (please list)

References

Please list three references with addresses and telephone numbers.

Is there anything else you would like us to know?