

Sugar Grove Free Library

Job Description

Name of Position: Assistant Librarian

Qualifications:

- A. **Education and Experience:** High school education or equivalent experience. Experience with customer service, office skills, and basic computer assistance and troubleshooting required. Experience in marketing and social media desirable.
- B. **Knowledge:** A genuine interest in the community and the service of the library. A general knowledge of the materials which constitute the library's collections and resources. A familiarity with library organization and operating procedures or a willingness to learn.
- C. **Skills and Abilities:** Typing, spelling and record keeping skills are essential. Webpage building and updates is a plus. Must be proficient in Microsoft 2016+, electronic devices, and other computer applications as well as Square or other POS system. Must possess attention to detail; ability to communicate with the public and volunteers; ability to interact pleasantly with people of all ages; time management; ability to work without supervision. Should be physically able to lift or push and pull over 25 pounds.
- D. **Personal Characteristics:** Cordial relationship with volunteers and patrons. Tact in dealing with the public in normal and stressful situations. Pleasant manner in person and on the telephone. Helpful, patient, reliable, and willingness to learn. Comfortable and capable of focusing when working alone.
- E. **Clearances:** Must be able to obtain the follow clearances: PA Criminal Background, FBI Fingerprinting, PA Child Abuse. (Also must take Mandated Reporting training course)

Hours: The hours are 15-20 hours a week, with possible extra hours for special events. Must have some flexibility in scheduling, to include evening and weekend availability.

Supervisor: Library Director

Duties and Responsibilities:

- A. **Support orderly administration of the Library.**
 - 1. Coordinate work schedule with the Director. Have ability to fill in during staff absences.
 - 2. Follow Board policies and procedures.
 - 3. Attend Board meetings when Director is unavailable. May be asked to attend County Coordination/District meetings.
 - 4. Circulation desk functions.
 - a. Repair of damaged or worn material.
 - b. Check out and renew materials.
 - c. Check in materials and route to the proper location.
 - d. Take and properly route requests for Inter library loan.

- e. Place holds on requested materials and notify patrons when materials are available.
 - f. Shelf materials and keep stacks in order (shelf reading).
 - g. Register patrons for library cards and update information.
 - h. Processing and preparation of new materials. Ability and willingness to learn basic cataloging procedures and covering/labeling new materials.
 - i. Performs other duties as needed to ensure smooth and efficient operation of Circulation and the Library in general.
 - j. Collect fines, money for fundraisers as needed and process checks and cards appropriately through the Square POS and cash register
 - k. Help maintain and update website (monthly), and social media (daily/weekly) if needed.
 - l. Participation in fundraising activities.
5. Handle calls
 6. Send out letters for overdue materials.
 7. General cleaning of library. This includes but is not limited to dusting, vacuuming, bathrooms, and windows. If a problem is found it needs to be reported to the Director.
 8. Able to create newsletters, posters/print media, website and social media content.
- B. Support current Library trends and practices.**
1. Attend workshops and seminars when approved or requested by Director.
 2. Develop, coordinate, and implement Young Adult and Children's Programming under the direction of the Director.
 3. Stay current with technology and programs necessary to administer the library programs.

To apply, please send your resume and letter of interest to:

sgfreelibrary@gmail.com

Or

Sugar Grove Free Library
P.O. 313
Sugar Grove, PA. 16350

Or

Drop it off at the Sugar Grove Free Library during hours of operation.