



Pine Plains Free Library

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Library Assistant: Technical and Reference Services Part-Time

SUMMARY: The Pine Plains Free Library is looking for a Library Assistant to join our team! Under direct supervision of the Library Director, the Library Assistant will work closely with the Library Director to help maintain optimal daily operation of the Library and performs a variety of Library duties, interfaces with patrons in providing public and technical library services, and directly supervises clerks and volunteers when necessary.

You can learn more about the Pine Plains Free Library and its services [here](#).

ESSENTIAL FUNCTIONS: Essential duties and responsibilities may include, but are not limited to the following:

Customer Service Functions

- Provide excellent customer service both in person and over the phone;
- Perform circulation desk duties using automated ILL system (Sierra) to check out and check in library materials, register new patrons, generate reports, catalog materials, etc.;
- Assist patrons with reader's advisory requests;
- Collect fines, fees, and charges using POS system;
- Operate and assist patrons with a variety of electronic equipment including computer hardware, software, scanners, photocopiers, fax machines, cell phones, and printers.

Administrative Functions

- Assist the Library Director in operation functions including:
 - Preparing state and local reports as needed;
 - Cataloging, collection development, and managing interlibrary loan requests;
 - Recommend, develop, and implement new adult programs and/or services;
 - Represent the library at community and group events when needed;
 - Review Library records to ensure accuracy;
- In the absence of the Library Director, functions in his or her stead.

ESSENTIAL KNOWLEDGE:

- Familiarity with Dewey Decimal system used for cataloging inventory;

- General awareness of a variety of books and authors, ability to recommend books to patrons and find books using sometimes limited information;
- General computer literacy and comfort with modern technology, specifically with regard to PCs: Microsoft Office, Adobe Acrobat, internet browsing and searching, printing, viewing and printing PDFs, e-mail, and basic hardware and software troubleshooting.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED required;
- Two (2) years of experience in customer service.

PREFERRED QUALIFICATIONS:

- Prior Library experience preferred;
- Some college coursework in a related field preferred;
- Combination of experience and training can be considered in place of education.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

Work is performed in a library setting and in close proximity to other workers and volunteers. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes of books up to 50 lbs and/or using a cart to transport boxes.

HOURS AND COMPENSATION:

This position is for approximately 15-20 hours per week. Evenings and some weekends required. Ability to speak Spanish is a strong plus. Pay is \$16/hour, paid holidays.

Apply by emailing a resume and cover letter to director@pineplainslibrary.org with subject head "Library Assistant Application". Applications will be accepted until the position is filled.

EEO Statement:

The Pine Plains Free Library provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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