LIBRARY ASSISTANT- Nights & Weekends

JOB DESCRIPTION

1. Oversee the opening and closing procedures of the library.
2. Perform all duties of the circulation desk including assisting patrons with library needs, answering phones, check out and return of materials, quick reference, detailed research and reader’s advisory assistance, explanation of policies and procedures, room scheduling, and troubleshooting computer and equipment issues.
3. Participate in material selection, processing and maintenance.
4. Train other staff in library procedures and policies.
5. Perform duties to maintain the collection and patron databases.
6. Prepare and disseminate publicity materials as well as update library website and calendars.
7. Help develop and coordinate special projects and programs.
8. Maintain the appearance of the library.
9. Supervise behavior in the library.
10. Other duties as assigned.

JOB REQUIREMENTS

* Be physically able to perform the essential functions of the job with or without reasonable accommodation
* Knowledge of a variety of hardware and software as well as Internet services
* Ability to use computers and to utilize computer databases
* Effective written and oral communication skills
* Comfort with presenting to groups and teaching classes
* Ability to establish and maintain effective working relationships with co-workers, staff of other libraries, and the public
* Ability to conduct oneself with tact and courtesy

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As a Library Assistant at the Richards Free Library, you will play a vital role in ensuring the smooth operation of our facility and providing excellent service to our patrons. Your responsibilities will encompass a diverse range of tasks aimed at maintaining the library's physical space, enhancing user experience, and contributing to community engagement initiatives.

Key Responsibilities:

1. **Customer Service:**
	* Manage all circulation desk responsibilities, catering to patrons' diverse library needs. This includes providing assistance with checkouts and returns, answering and placing phone calls, offering quick reference services, conducting detailed research, delivering reader's advisory assistance, clarifying policies and procedures, coordinating room bookings, and adeptly troubleshooting computer and equipment problems.
2. **Procedure Manual Maintenance:**
	* Update and maintain the library's procedure manual, ensuring that all staff members have access to accurate and up-to-date information on operational procedures and protocols.
3. **One-on-One Tech Appointments:**
	* Provide personalized assistance to patrons through one-on-one tech appointments, helping them navigate personal devices, troubleshoot issues, and utilize library resources such as computers, printers, and digital services.
4. **Adult Programs and Events:**
	* Collaborate with library staff to plan and execute engaging adult programs and events, including author talks, workshops, and community discussions. Contribute ideas and assist with logistical arrangements to ensure successful implementation.
5. **Safety and Cleanliness Monitoring:**
	* Regularly monitor the safety and cleanliness of the interior of the building, including public areas, restrooms, and study spaces. Take proactive measures to address any issues and ensure compliance with health and safety standards.
	* Care for indoor plants, ensuring they are watered, pruned, and maintained.
6. **Publicity**
	* Contribute to the local community newsletter bimonthly by providing information and photos to the Newport Times, showcasing library initiatives, events, and resources to promote literacy and community engagement.
	* Create publicity materials such as posters, flyers, and social media posts to promote library programs, events, and services. Work collaboratively with staff to design visually appealing materials that effectively communicate key messages and engage the community.
	* Maintain the library website by updating content. Keep the website current and user-friendly to provide patrons with access to accurate information and online resources.
	* Collaborate in generating a monthly calendar of events and programs. Distribute the calendar through various channels to inform patrons of upcoming activities and opportunities for engagement.
7. **Display Case Coordination:**
	* Coordinate the selection and arrangement of items for the library's display case, working with staff members and community partners to showcase diverse collections, artifacts, and themes that align with the library's mission and interests of patrons.
8. **Garden Maintenance:**
	* Maintain the garden in front of the library, including watering, weeding, pruning, and seasonal planting to ensure a welcoming and aesthetically pleasing environment for the community.
9. **Library Cat Care:**
	* Provide care and attention to our library cats, ensuring their well-being, feeding, and maintaining their living environment in accordance with established guidelines.

Qualifications:

* Strong organizational skills with attention to detail.
* Excellent communication and interpersonal skills.
* Proficiency in technology and ability to assist patrons with various devices and software.
* Ability to work collaboratively in a team environment.
* Passion for community engagement and promoting literacy.
* Prior experience in library operations or related fields is preferred.

Join us in our mission to empower our community through knowledge, creativity, and connection. If you are passionate about libraries and eager to make a difference, we encourage you to apply for this exciting opportunity as a Library Assistant.