Library Associate
Part Time 10-20 Hours per week

Job Description

Position Objectives:
Under the supervision of the Library Director, the Library Associate provides quality customer service and carries out varied clerical library services in the circulation of library materials. The Library Associate performs clerical work, assists patrons in using library services and facilities, and assists with library programs. The Library Associate works as a team player with other associates.

Hours: Mondays 12:15 p.m.- 4:30 p.m., Tuesdays 3 p.m. to 8 p.m. and a Saturday rotation, 10:45 a.m.- 3 p.m.

Duties include the following:

- Provides friendly, high-quality customer service to library patrons
- Performs tasks related to opening and/or closing the library
- Assists library patrons in use of materials
- Assists with operation of public computer terminals
- Performs copying, faxing and printing services on an as-needed basis
- Responds to requests for information and assistance, and refers inquiries to a professional librarian when appropriate
- Responds to routine questions regarding library rules, hours of operation, events and location of materials
- Charges and discharges library books, materials, and equipment
- Inspects returned books, materials and equipment for damage
- Follows prescribed routine in receiving compensation for overdue, damaged or lost library items
- Sorts and shelves materials
- Maintains the book sale area in orderly condition as necessary
- Assists new patrons in applying for library membership and processes new patron registrations
- Assists with library programs
- Oversees the general condition and appeal of the library and its displays
- Other duties as assigned

Starting Wage: Hourly, TBD based on qualifications

Education: High School Diploma or GED, some college preferred

To Apply: Email resume and three references to: director@watervlietpubliclibrary.org with the email subject line, “Watervliet Library Associate 12:15-4:30 p.m. Mondays, 3-8 p.m. Tuesdays, and Saturday rotation 10:45 a.m.- 3 p.m.”

Application Deadline: Friday March 7, 2020