



EDISON TOWNSHIP PUBLIC LIBRARY

Position Title: Library Assistant (PT)

Reports To: Supervising, Principal, or Senior Librarian

PURPOSE OF POSITION

1. Actual responsibilities may include some or all of the functions listed, and will vary with the particular assignment.
2. Assists patrons with any questions or problems they may have with library procedures, location and use of materials, or specific situations.
3. Assists patrons at circulation desk which includes: charging and discharging library materials, collecting overdue charges, reserving materials, renewing library loans, issuing new library cards, and light reference.
4. Assists in searching for books which may not be in the Branch.
5. Assists in setting up displays and exhibits for various library programs.
6. Contributes to the effective team management of all relevant problems, issues and opportunities.
7. Performs other activities as necessary.

MARGINAL FUNCTIONS

Marginal functions will vary with the specific assignment, and depend on the particular unit or function for which the person is responsible.

MINIMUM QUALIFICATIONS

Requires High School diploma.

SPECIAL SKILLS

Ability to meet and work with the public. Has, or is able to quickly acquire, basic computer and typing skills, sufficient to use library equipment. Has basic math and reading skills, sufficient to accomplish basic circulation desk duties. Strong interpersonal and communications skills.

Environmental - Normal office environment.

Salary: \$15.82 per hour

Hours: 15-20 hours per week. Schedule will be determined upon need. Night/Sat hours are required.

Will be assigned between the 3 branches – floating assignment

To Apply: Please email your cover letter and resume to Fran Bar-Eli, fbareli@lmxac.org, please include position title in the subject line.