

**TOWN OF WESTON**  
**LIBRARY ASSISTANT**

**GENERAL STATEMENT OF DUTIES:** Provides assistance to Library patrons and maintains the order of the physical collection

**SUPERVISION RECEIVED:** General supervision by the Library Director

**ESSENTIAL RESPONSIBILITIES:**

Assists Library patrons at the Information Desk, by telephone, and electronically. Checks materials in and out of the Library using the Library's ILS, answers or refers questions, and directs patrons to appropriate sections of the Library.

Performs basic reference services including, but not limited to, locating books and electronic resources of interest to patrons.

Oversees the computer and photocopier areas of the Library. Troubleshoots and provides instruction to patrons, as necessary.

Registers Library patrons and issues and updates borrower cards.

Shelves Library materials and maintains the order of the collection.

**OTHER REQUIRED RESPONSIBILITIES:**

Participates in the marketing of Library services by contributing to displays, and maintaining an awareness of all print and digital services available to patrons.

Assists the Director and Assistant Director with general secretarial tasks, and additional tasks, as assigned.

**QUALIFICATIONS AND SKILLS:**

Knowledge of the principals of library science.

Knowledge of computer hardware and software.

Ability to follow complex instructions.

Ability to assist public in the use of technology.

Ability to maintain collegial relations with other staff and patrons.

**Experience and Training:**

Previous public library experience preferred. Excellent customer service and interpersonal skills.

**WORKING CONDITIONS**

Part Time: Salary starts at \$13.75/hour and is commensurate with experience (non-benefited). Some flexibility required.

The list of essential job functions, qualifications and skills is not exhaustive and may be supplemented at any time.

This job description was approved by the Board of Selectmen on 11/1/18.