

## Job Description

### Library Assistant I

**Position Title:** Library Assistant I

**Job Summary:** This position is responsible for performing a variety of routine paraprofessional and clerical library duties. This job requires a high level of public contact. This position reports to the Library Director.

**Hours and Compensation:** Part-Time, 20 hours per week, including evenings and two weekends per month. Beginning wages shall start at \$14.00 per hour. Part-time employee benefits include holidays, sick time, and vacation pay.

**Qualifications:** High school diploma or GED; one to two years of college preferred.

**Knowledge, Skills, and Abilities:**

- Knowledge of Spanish is helpful.
- Basic clerical skills, including computer and telephone skills.
- Basic mathematical skills.
- Ability to work with general supervision.
- Interpersonal and communication skills for interaction with staff and customers in an effective and courteous manner.
- Ability to operate a variety of equipment, including a computer, cash register, fax machine, and copier.

**Responsibilities:**

- Serves the public by checking in and out library materials, issuing new and replacement library cards, and registering new patrons.
- Sorts and shelves library materials and shelf-reads.
- Empties book drop-boxes.
- Assists with interlibrary loan by retrieving and processing requested materials for shipment.
- Provides information and reader advisory services to patrons.
- Aids patrons in the use of library equipment and machines, including copier, printer, fax machine, computers, and the online catalog.
- Performs clerical tasks.
- Performs other duties as assigned.

**To Apply:** Please submit a resume to Teresa Kline, Library Director, by email to [tkline@fennvillelibrary.org](mailto:tkline@fennvillelibrary.org). Applications are accepted through Friday, August 29, 2025.