



Durham Public Library

Library Assistant, Part-time, Durham Public Library

Position Description: Friendly, patient, multi-tasker needed to join a dedicated staff at the Durham Public Library. Candidate must enjoy working with patrons of all ages; have good communication skills, both oral and written; be computer literate; be comfortable assisting patrons; able to assist with library programs and events.

Hours: 15 hours per week. Regular evenings and Saturdays required.

Responsibilities:

- Perform general circulation duties.
- Shelve library materials.
- Provide strong customer service.
- Demonstrate excellent verbal and written communication skills, and the ability to work collegially.
- Assist children, young adults, and adults with reference questions and help connect them to materials and information.
- Process library materials.
- Other responsibilities, as assigned.

Minimum Qualifications: Bachelor's degree a plus. Library experience preferred. Experience working with patrons of all ages; good organizational skills; knowledge of popular literature; solid computer skills, familiarity with automated circulation systems preferred; ability to work independently; good sense of humor.

Salary: Competitive hourly rate commensurate with experience.

Position open until filled. Send resumes to rbebris@ci.durham.nh.us Attn: Rose Bebris

Other: Background check required

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Tasks require the ability to exert light physical effort in carrying and shelving books, and in performing other typical library functions. The employee must regularly lift and/or move material weighing up to 35 lbs. May be required to push or pull book trucks weighing up to 150 pounds. Vision and hearing at, or correctable to, normal ranges is necessary. Depth, color, peripheral, and distance vision routinely required. Standing, sitting, kneeling, squatting, and reaching routinely required.