



# *Durham Public Library*

Substitute 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:** Substitute Library Assistants are called on an as-needed basis to work shifts to cover sick leave, vacations, maternity leave, weekend and evening shifts. In most cases, notice is provided in advance.

**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:** \$15.00 per hour. This part-time position does not include benefits.

Position open until filled. Send resumes to [rbebris@ci.durham.nh.us](mailto: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.