

Library Assistant at the Portsmouth Free Public Library Portsmouth, RI

The Library Assistant is responsible for checking in/out library materials in the adult and children's collections in the Library. This position requires attention to detail and excellent customer service skills.

Duties and Responsibilities:

- Checking in/out library materials to patrons
- Helping patrons find materials in the Library
- Retrieving and/or placing holds on materials as requested by patrons
- Processing library cards
- Providing occasional readers' advisory service
- Shelving library materials
- Miscellaneous other duties as assigned by the Children's Librarian

Organizational Relationship:

This position reports directly to the Library Director. This position cooperates with other staff members to meet the needs of the public, community, and the Library.

Educational Requirements:

- High school diploma (or equivalent)
- Computer literacy
- Excellent communication and customer service skills
- Additional training as offered by OSL and OLIS if pertinent

Necessary Knowledge, Skills and Abilities:

- Competency with use of computers, photocopiers, and other various equipment necessary in the effective operation of the library, including Windows operating systems and library-related software

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, stoop, kneel, crouch, talk, hear, use hands to finger/handle/feel, reach with hands. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

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Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The library work environment is usually busy and demanding. The employee must be able to work a flexible schedule which may include some evenings and Saturdays.

Hours:

Tuesday & Wednesday 9 AM to 5 PM