

Information Services Assistant Librarian (Part Time)

Job Summary

Under the supervision of the Library Director, the Information Services Assistant Librarian provides reference, technology, reader's advisory, and customer services to library patrons of all ages. This position serves as a front-line connection to patrons who need assistance of all types. As such, successful candidates must enjoy working with the public, excel at verbal and written communication, be self-motivated and patient, and commit to working collaboratively with other staff members.

Essential Job Functions

- Provides reference services and reader's advisory assistance to patrons in person, over the telephone or via email using the library's collections and electronic resources; provides referrals to other libraries and organizations.
- Provides hands-on technology assistance, including assisting patrons in the use of library apps and downloadable materials and resources.
- Assists patrons in the reservation and use of library services, including but not limited to, study and meeting rooms, program registration, passport appointments, and museum passes.
- Assists other staff with collection development including assessing user needs, evaluating the collection, selecting and weeding materials in print or media formats as well as online resources.
- Issues and updates library cards.
- Checks materials in and out and assists patrons with library holds.
- Implements all service policies and procedures.
- Works on special projects and other duties as assigned.

Required Knowledge, Skills, and Abilities

- Excellent interpersonal, communication, and organizational skills.
- Strong commitment to public service.
- Ability to work with patrons of all ages—including young children, teens, and adults.
- Must be able to work independently and in a team environment.
- Proven record of providing a high level of customer service.
- Knowledge of public library services and programs, including current technologies and trends.
- Familiarity of library philosophy, organization, procedures, and tools required for reference services.
- Ability to understand, interpret, and implement library policies, procedures, and rules.
- Proficiency in desktop applications including MS Office and/or other graphic design programs and website software, and social media tools.
- Skilled at using online databases and electronic resources. Experience with integrated library systems preferred.
- Ability to adapt to changing needs and resources and manage multiple responsibilities.

Physical Qualifications

Accommodations: Please note that reasonable accommodations may be made to enable qualified individual with differing physical abilities to perform the essential functions of this position.

- Ability to perform duties in a busy office environment subject to continuous interruptions and background noises.
- Must be able to carry up to 20 lbs. and push/pull a loaded book cart weighing up to 200 lbs.
- Must be able to bend and stretch to reach low and high shelves .
- Must be able to stand for up to 3 hours.
- Vision and hearing at or correctable to "normal ranges."

Education Requirements

Bachelor's Degree required; MLS Degree or prior library experience preferred. Library Technical Assistants and/or MLS candidates are encouraged to apply. Successful candidates must demonstrate practical knowledge of library functions, services, terminology, techniques, procedures, and standard tools.

Schedule

Part Time: Thursdays 2pm-7pm and Fridays 1pm-5pm plus approximately 1 Saturday shift (8:30am-2pm) per month. Additional hours may be assigned as needed to cover staff vacation and illness.

Compensation & Benefits

\$25 per hour. This position is not eligible for benefits beyond paid sick time at a rate of 1 day per month.

To Apply

Email a cover letter and resume to Director Katie Huffman at khuffman@oldlymelibrary.org by Wednesday, November 9, 5pm.

Disclaimer

Nothing in this job description restricts the Old Lyme Phoebe Griffin Noyes Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the Library's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description and schedule is subject to change at any time. The Old Lyme Phoebe Griffin Noyes Library is an equal opportunity employer and does not discriminate as to age, race, color, creed, marital status, national origin, sexual orientation, gender identity or expression, disability, or other protected status under state and federal laws.