



August 24, 2022

Substitute Library Assistant

To Provide Fill-in Coverage for Regular Staff
on an As-Needed Basis, 2–19 Hours per Week

Four positions available

\$15.80 per hour

Job Availability: Immediately

Duties:

- Performs Circulation, Inter-Library Loan, Readers' Advisory, Reference functions and Collection Maintenance tasks
- Assists library patrons with the use of the Internet and automated library catalog
- Participates in Collection Development activities, coordinating shelving, shifting, and weeding the collection; works with volunteers
- Performs library opening and closing procedures
- Performs data entry related to book orders, adding and deleting bibliographic records
- Attends training sessions, staff meetings, and regional and consortium library meetings
- Performs other duties as needed

Requirements:

- Bachelor's degree plus two years' library experience
- Previous library experience using automated, integrated library network, personal computers, electronic databases, and the Internet preferred
- Ability to perform multiple tasks simultaneously, prioritize tasks, and be flexible
- Ability to work as a team member and independently
- Ability to work in a busy customer service environment
- Good interpersonal skills, friendly manner, and strong service orientation
- Good organizational skills, attention to detail, procedures, and follow up capabilities
- Standing, lifting, bending, and stretching to retrieve or reshelve library materials

An equal opportunity / affirmative action employer

Please submit a resume, cover letter, and three professional references to:

Cindy Grove, Library Director
Rockport Public Library
17 School Street
Rockport, MA 01966
Email: cgrove@rockportlibrary.org
Phone: 978-546-6934