

**Library Assistant  
Jamestown Philomenian Library  
Jamestown, RI**

The Jamestown Philomenian Library is seeking to fill the position of part-time Library Assistant. This position works under the supervision of the Circulation Head.

We are looking for an individual who is detail-oriented and enjoys working with people of all ages.

The ideal candidate for this position will perform a variety of routine clerical and manual work in shelving, circulating, and processing library materials and providing service directly to library patrons.

This is a part-time position including weekdays and occasional Saturdays.

Pay Rate: \$14/hour

An affirmative action/equal opportunity employer; Background check required

**Essential Functions**

- Checks library materials in and out to patrons
- Shelves library materials
- Assists in maintaining library collections and facility by straightening books, chairs, papers, magazines, youth area
- Empties book drops and checks in books
- Provides information to patrons (directional and general information) and refers them to full-time personnel when appropriate
- Attends the Circulation Desk in shifts with other part-time staff
- Performs a variety of miscellaneous duties such as answering phones, running errands, picking up supplies for activities, setting up tables and chairs for programs, etc.
- Attends all staff meetings and is available to fill in for other staff at times

**Knowledge, Skills, and Abilities**

- Possesses exemplary customer service skills; comfortable working with the public in busy situations
- Possesses the required knowledge, abilities, and skills to work in a public library,

- and/or ability and willingness to learn them, including library classification systems and basic office machines, including cash register, copier, scanner, and telephone
- Practices independent judgment and make good decisions when resolving problems relating to patrons/public
  - Works independently and in a group environment
  - Feels comfortable with establishing and maintaining effective working relationships with superiors, associates, officials of other agencies and the general public
  - Is accurate, thorough and timely in the completion of work assignments
  - Employs effective written and oral communication skills
  - Koha experience preferred but not required

### **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. The employee frequently is required to:

- Stand, walk, and sit
- Use hands and fingers to handle books, paper, and technology
- Speak and listen to others
- See and read
- Reach with hands and arms
- Stoop, kneel, crouch, or crawl
- Must be able to frequently lift and/or carry objects weighing up to 40 pounds.
- The employee must frequently push, pull, and maneuver full book carts.

Send Cover letter and resume via email to Lisa Sheley, Library Director, at [jamlibdirector@gmail.com](mailto:jamlibdirector@gmail.com) with the subject heading "Library Assistant." This position is open until filled.