

## **Assistant Librarian**

**Status:** Non-exempt, up to 19 hours a week, part time

**Supervisory Responsibility:** Supervision of volunteers under the direction of the Library Director. In absence of Director, supervises building.

**Direct Report:** This position operates the library under the direction of the Director, but is able to function without direct supervision. The Assistant Librarian operates in accordance with the policies established by the Board of Trustees. This position is directly accountable to the Library Director, but the staff member will be an employee of the Town of Monterey and subject to employee rules and regulations of the town.

**Benefits:** Part-time employees must participate in the OBRA retirement program.

**Job Environment:** Daily contact with the general public. Organization of incoming and outgoing materials. Operation of computers, printers, phones, copier, audiovisual equipment and other office equipment. Occasionally requires lifting and reaching.

### **Responsibilities:**

*The essential duties and responsibilities listed include the minimum requirements for the position. This position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.*

- Works with the public as well as with the director and other staff, and also with support staff of the Integrated Library System.
- Functions as librarian when the building is open for the duration of the shift, with the most important goal of making everyone who walks onto the property feel welcome.
- Opens the building, completes the checklist which includes but is not limited to disarming the security system, walking through the building including the bathrooms to check for potential problems, and turning on the mechanical systems and the computers.
- Uses the Integrated Library System to circulate materials, check them in, search the catalog, and other duties as assigned.
- Shelves returned materials, as well as keep the collection in order and visually appealing.
- Responds to patron requests, including reference questions, phone calls and emails. Explains how to fully utilize a library card, and take advantage of all that the ILS has to offer.
- Supervises volunteers.
- Deals with the building issues that may arise during the shift, even if the easiest solution is to close off an area and make the initial call for assistance.
- Assists any individuals or groups that will be meeting or conducting programs in the library.
- Closes the building, completes the checklist which includes but is not limited to walking through the building, shutting down equipment as determined by the protocol, and arming the security system and securing the building.

**Requirements and Qualifications:**

- Pleasant personality and demonstrated ability to work effectively with others.
- Ability to deal with patrons of all ages and without any discrimination because for any reason.
- Ability to deal with patron complaints in a professional manner.
- Ability to work independently alone without supervision
- Intellectual curiosity and appreciation of libraries.
- Ability to put items in alphabetical and numerical order.
- Basic computer literacy.
- Ability to understand and maintain the organization of the library as set up by the director.
- Ability to deal with building systems such as the alarm, HVAC, lighting and the internet.
- Teachable, punctual and detail oriented.
- Ability to work with a copy machine/ printer, including printing from mobile devices.
- Ability to follow policies set by the Board of Trustees.
- Minimum of a high school diploma or equivalent. Preferably some college education, ideally a four-year degree.

Voted by the Board of Library Trustees 3/13/2023