

POSITION: Part-Time Library Assistant

The Caldwell Public Library is in an exciting time of transition and seeking a personable, highly organized and detail-oriented individual to join its friendly staff as we continue to re-open and expand services. The ideal candidates must have the ability to deal tactfully and courteously with the general public and to maintain effective, creative, collaborative and comfortable working relationships with library colleagues. The successful candidate must have the ability to take direction well and work with minimal supervision.

PRIMARY DUTIES:

- Charges and discharges library materials, collects payment when necessary, registers and renews library patrons and handles issues library cards
- Assists the public in use of library resources and equipment
- Answers questions on library organization, holdings, programming, local history inquiries, policies and procedures
- Checks and maintains shelves to ensure correct order
- Retrieves materials to fill library patron requests; packages and routes those materials as required
- Accepts and processes materials delivered to library through interlibrary loan
- Assists in accepting reserves for library materials, handles loan requests, and notifies library patrons when materials are available
- Opens building at start of business day and closes building at the end of the day
- Assist with Reader's Advisory and basic technology help.

QUALIFICATIONS & SKILLS REQUIRED:

- Strong oral and written communication skills
- Excellent interpersonal skills and customer service
- Strong organizational ability
- Thorough knowledge of use of computers, including internet tools and programs
- Public Library experience is preferred

SCHEDULE:

This is a part time position of approximately 12-15 hours per week with the following schedule:

Tuesdays & Thursdays: 5 pm – 8 pm

Saturdays: 10 am – 4 pm

Some weekday daytime hours may be required for training and the ideal candidate will have flexibility to cover other shifts as requested.

SALARY:

\$15.50 per hour

Submit cover letter, resume and three (3) references to Robin Rockman, Library Director at rockman@caldwellpl.org