POSITION: **Part-Time Library Assistant**

The Caldwell Public Library is seeking a personable, highly organized and detail-oriented individual to join its friendly staff. 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 patron issues with 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, returns items to correct location
- Process interlibrary loan items received from and sent to other libraries
- 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.
- Other duties as assigned related to maintaining the library facility and creating a clean and welcoming environment

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 15 hours per week with the following schedule:
Mondays: 10 am – 3 pm
Wednesdays: 10 am – 2 pm
Thursdays: 10 am – 2 pm
One Saturday per month: 9:45 am – 2:15 pm
Some weekday daytime hours may be required for training and the ideal candidate will have flexibility to cover other shifts as requested.

SALARY:
$17.00 per hour

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