

Topinabee Library Assistant Job Description

Summary

The job of assistant librarian would require a person who possesses a love of books and enjoys working with the public. A friendly personality and positive demeanor are a prerequisite. Our library is a historic depot and receives many visitors, especially for the first time, so someone with the love and enthusiasm to make everyone feel welcome. A "goodwill ambassador" of sorts to our amazing town. Our library is sometimes the only stop most people will make passing through our town, so it's especially important that they leave with a happy and welcoming experience of their visit to Topinabee! Tasks will include a variety of routine library operations to provide service to patrons and engage in the processing of library materials. Performs tasks receiving detailed instructions as to methods, procedures, and desired end results.

Typical Duties

The assistant librarian's day-to-day responsibilities would cover the librarians' days off, checking out books, checking books back in, organizing books on their shelves, and most importantly.

- Answers general questions from patrons, referring more complex inquiries to the library Director, helping our patrons to feel welcome, and aiding in their needs.
- Charges and discharges materials at circulation and reserve desks, maintaining and processing related records and statistics. May handle confidential information. May check identification of patrons entering the library and inspect bags of patrons leaving the library.
- Maintains order in book stacks and assists in resolution of problems resulting from misshelved/misfiled materials.
- Opens, sorts, and routes incoming materials and general mail.
- Assist with planned events, including Outdoor family movie nights, an evening with various Michigan authors once a month, help organize music and art in the park.

Typical Requirements

Education: High school graduate or equivalent.

Skills and Experience: Some related work experience is preferred. Knowledge of keyboard preferred. A library or bookstore background would be a plus but not necessary. Will train the right person for the job.