

Library Assistant

MIDDLEBURY PUBLIC LIBRARY JOB DESCRIPTION

Position Summary: Supports all areas of customer service and assists with the daily tasks of the library

General Responsibilities:

- Provide excellent customer service in person and on the phone
- Assist patrons in locating books and other library materials
- Process library materials in from and out to patrons
- Sort and shelve library materials
- Assist patrons with internet access and basic technical needs
- Able to count change and handle money
- Fulfill all duties at circulation desk as scheduled, including opening, and closing library
- Other duties as assigned

Required Qualifications:

- Education: High school diploma or equivalent
- At least one year of customer service experience, previous library experience preferred
- Working knowledge of computers, standard office equipment and basic knowledge of MS Office, email, Internet
- Excellent written and verbal communication skills
- Ability to work cooperatively and have positive working relationships with patrons, co-workers, and volunteers

Hours: Part-time, expected schedule is 24-29 hours per week. Applicants must be available to work two evenings and two Saturdays a month.

Benefits: Vacation, Sick Time, and Paid Holidays. Starting salary: \$16/hour.

Physical Requirements: Ability to lift at least 30 pounds, reach high shelves, stoop, bend and remain standing and/or sitting for extended periods of time.

Work Environment: Ability to work without supervision in a fast-paced multitasking environment, interact with the public in cordial fashion, be receptive to change, and attentive to details.

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential job functions.

To apply:

Please email a letter of interest, resume, and three professional references (include name, title, telephone number, and e-mail address) to: Juli Wald | juliw@middleburylibrary.org

Application reviews begin June 20, 2025. Position open until filled.