

Goffstown Public Library
Job Description

LIBRARY ASSISTANT—Marketing & Technical Services

Grade/Classification: Non-exempt, part-time position

Job Description – general: Primary responsibility for library's web and digital presence and other electronic services; provides assistance to the public for their information needs, including usage of electronic services; assists in preparation of acquired materials; assists in collection maintenance by mending and recovering books and by shelf-reading and assisting in inventory control and filing.

Accountability: Reports to Library Director or other senior staff. There is a six-month probationary period and performance reviews are scheduled annually.

Equipment used: To include but not limited to computers and peripherals, typewriter, laser scanner, photocopier, telephone, fax machine and small hand tools.

Environment: Inside 100%

Normal hours of duty: As scheduled, including evenings and Saturdays.

Duties and Responsibilities

The following activities are essential to this position:

- Develop the library's web and digital presence through the web site, electronic newsletter, Powershow/ slideshow, TixKeeper museum pass system and EventKeeper calendar; other technical tasks as assigned.
- Assists in the preparation of acquired materials as well as the deselection of library materials from the collection.
- Acquisition of new materials and adding of materials to the collection through use of the Integrated Library System (ILS).
- Repackaging of newly purchased audios, videos, DVDs and music CDs
- Coordinate and purchase supplies including inventory control and best pricing available.
- Mending of library materials and preparation of materials to be shipped to the bindery for repair.
- Provide reader's advisory and reference services to the public, via email, in person, or over the telephone.
- Assists patrons in locating appropriate materials and using public access terminals for the catalog, Internet and subscription databases.
- Coverage of other areas of the library (such as the circulation desk and second floor) as assigned.
- Perform other related duties as assigned.

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TRAINING, SKILLS, EXPERIENCE

Bachelor or Associate degree or equivalent college courses required; may be waived by Library Director. Related public service experience required, preferably in a library setting.

OTHER CONSIDERATIONS AND REQUIREMENTS

Job requires some lifting, frequent walking and stair climbing, along with the ability to climb on stools and ladders to retrieve materials on high shelves. Ability to listen, understand and interpret patron and staff requests and questions critical. Excellent customer service attitude required. Ability to work cooperatively and patiently with staff and library users; good verbal and written communication skills; computer literacy expected. Enthusiasm for reading and information systems a definite plus. Appropriate attire and a courteous manner are expected.

Attached: physical activities requirements

Goffstown Public Library Trustees
Approved August 25, 1998
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