



Rose Memorial Library Job Description

Job Title: Substitute Library Assistant (on call)

Summary: Under the general direction of the Library Director, performs a wide variety of general library work in technical and/or public services to assist patrons with daily operational needs of the Library, such as copy cataloging, processing, circulation, and shelving library materials; performs related duties as assigned.

Evening hours and occasional weekend hours required.

Essential Job Functions:

- Assists the general public with information regarding library materials and equipment.
- Checks library materials in and out; registers new patrons; receives fines and fees as appropriate.
- Promotes the use of the library by the community; communicates effectively and professionally within the community.
- Assists with maintenance of circulation records and other related library records.
- Answers basic reference questions and refers reference questions to professional staff as appropriate.
- Catalogs and processes materials.
- Supports library programs as required such as the Summer Reading Program, preschool story time, teen night, and animal programs.
- Assists with library public relations and/or website, such as in-house flyers.
- Performs all other duties as assigned.

Knowledge, Skills, and Abilities:

- Ability to work effectively with residents, customers, vendors and other employees.
- An individual who is a well-motivated, self-starter.
- Ability to work well under pressure, prioritize projects and detail/deadline oriented.
- Excellent interpersonal, communication and organizational skills.
- Ability to communicate and follow instructions, both orally and in written form, in the English language.
- Excellent computer skills including knowledge of Microsoft Office applications.
- Knowledge and experience using an automated library system and databases.
- Ability to maintain strict confidentiality in all aspects of the job.

- Adheres to departmental, personnel, and safety policies and procedures.
- Ability to operate various types of office equipment to include phone, fax, computer, calculator, copier, credit card machine, etc.
- Ability to work evenings and weekends.
- Professional appearance and attitude.

Minimum Qualifications:

- High school diploma or general education degree (GED).
- Some college preferred.
- One year professional experience working in a public library preferred.

Rose Memorial Library is located in Stony Point, NY, a friendly suburban community in scenic Rockland County, about 30 miles north of New York City. The library is a member of the Ramapo Catskill Library System. Library website:

www.rosememoriallibrary.org.

Please email or send letter of application and resume to:

Jennifer Brown, Library Director
Rose Memorial Library
79 East Main St.
Stony Point, NY 10980
Email: jbrown@rcls.org
Telephone: 845-786-2100 ext. 10