# sb_library_logo_full_cmyk.jpg

# 575 Dorset Street South Burlington VT 05403 802.846.4118 [www.sburl.com](http://www.sburl.com/)

# Part-time Adult Services Assistant

**Salary $14.37 per hour DOQ/E; EOE/AA Deadline to apply is July 28, 2017.**

# The City of South Burlington seeks an energetic, team oriented and experienced individual to fill the position of Adult Services Assistant for the library.

# SUMMARY OF POSITION: The successful candidate will be energetic and creative in developing collections and programs for adults and teens. Interest in exploring and sharing new technologies a must.

# QUALIFICATIONS: A Bachelor’s Degree and two years’ experience in a public library are required.

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# Please provide a cover letter, resume and three references:

# Submit to: Human Resources Dept.

# Attn: Janice Ladd

# 575 Dorset St.

# South Burlington, VT 05403

# E-mail: SBcityjobs@southburlingtonvt.gov

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# ADULT SERVICES ASSISTANT

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| Reports To: Community Library Director | Department: Library |
| FLSA Classification: Non-Exempt | Grade: 9  Part time, 28 hours, no benefits.  Schedule will include evening & weekend hours |

**JOB SUMMARY: (What is done and why)**

The Adult Services Assistant will be responsible for assisting with planning, implementing, promoting and evaluating programs and services for adults and young adults.

**ESSENTIAL FUNCTIONS: (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)**

1. Plans, implements, and oversees library programs in collaboration with other staff
2. Responsible for selecting and de-selecting materials for the library collection
3. Responsible for collaboration with the Friends of the Library on handling weeds and donations
4. Promotes public awareness of library services and programs through marketing, publicity and outreach visits to community events
5. Recommends and promotes the use of new technology and social media
6. Uses online and paper resources to assist patrons of all ages with reader’s advisory and information services
7. Mends books and DVDs as needed
8. Assists patrons in the use of library computers and equipment
9. Assists in the preparation of displays, book lists and bulletin boards
10. Performs routine circulation and processing functions including answering telephone. Enforces library policies and procedures in an appropriate manner
11. Performs other duties as assigned

**KNOWLEDGE AND EXPERIENCE: (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position)**

1. Ability to deal tactfully, courteously, and effectively with the public and other employees
2. Strong communication skills, both verbal and written
3. Ability to work independently with a high degree of accuracy, efficiency and dependability
4. Expertise and proficiency with computers and devices, popular library software, internet and digital communications
5. Ability to learn library procedures and apply policies
6. Working knowledge of adult and young adult fiction
7. Bachelor degree with two years of customer service experience or equivalent
8. Preference will be given to candidates who have prior experience in a library or bookstore

**WORKING CONDITIONS: (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position)**

**Internal-** Work is normally performed in a climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level fluctuates and includes sounds of children, teens, families and normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties. Work involves interaction with members of the general public who may be unruly, impolite, etc., addressing behavioral issues of high school students and children of varying ages and risks associated with adolescents. Work occasionally involves exposure to safety concerns typically associated with dealing with or addressing members of the general public in a community setting.

**External-** Work includes occasional travel to community areas for outreach activities.

**PHYSICAL DEMANDS: (The physical effort generally associated with this position)**

Work involves standing and walking for brief periods of time. There is potential for eye strain from reading detailed materials and computer screen. Exerts some physical effort in performing duties including standing, bending, kneeling, reaching carrying, pushing and lifting up to 40 lbs. Occasional shoveling of walkway required. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur.

**SUPERVISED BY:**

Works closely with the Adult Services Librarian

Supervision is received from the Library Director