

Cohocton Public Library Job Description

Job Title: Library Assistant

Job Description: This is a part time position for a highly organized person with good communication skills and interests in benefits of reading. Their duties include clerical work, organizing materials and attending to the needs of the public. They assist in the daily operations of the library and report to the Library Director.

Essential Duties and Responsibilities:

- Assists the library director as needed
- Loan library material to patrons and collect returned items
- Shelve and maintain library materials
- Handle loans between libraries
- Answer questions from patrons and register new patrons
- Teach patrons how to use library resources

Other Job Functions:

- Prepare statistics and reports as required by the Director
- Help keep all areas of the library neat and tidy
- Perform other tasks as requested

Skills and qualifications:

- Willingness to work as a team player
- Proficient in computer and internet skills
- Ability to communicate effectively orally, in writing and by listening
- Physical and mental fitness and ability to work under pressure
- Ability to effectively multitask and balance different responsibilities
- Able to work weekends

Educational Requirements:

- Graduation from high school or its equivalent

Hours:

- 10 Hours per week, including Fridays and Saturdays