

Assistant Librarian

Requirements: Work every other Saturday.

Knowledge of library principles and practices.

Excellent oral and written communication skills as well as excellent customer service.

Ability to work independently and as an effective team member.

Understanding of the Destiny circulation system a plus.

Job Type: Part-time. 3 days/15 hours a week on a two-week rotating schedule.

Benefits: Pro-rated Holiday, Vacation and Sick time.

Pay: \$14.05

Please email your resume to madison@madison.lib.me.us or mail to 12 Old Point Ave, Madison, ME. 04950

Madison Public Library
Assistant Librarian
Job Description – 2022

Nature of Work

Varied clerical and skilled library work at Madison Public Library.

Examples of Work

Tends checkout desk, issues library cards, answers the telephone and assists patrons as needed.

Shelves books and other materials for all collections. Repairs books, recommends books for weeding and/or replacement.

Assists computer patrons when needed.

Makes copies and collects and records payment for copies and fines.

Other library duties as needed.

Requirements of Work

Ability to acquire a working knowledge of library principles, methods, materials and practices.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with the general public, town officials and employees, and the Library Board of Trustees.

Ability to carry up to 20 pounds, stand for extended periods of time, and climb stairs required.

Desirable Experience and Training

High school graduate. Experience in library work a plus, but not required.