

**John P. Webster Library
First Church of Christ Congregational
Library Assistant**

Position overview

Under the supervision of the Library Director this, approximately 20 hour per week, position provides a wide range of library technical support and customer service. The John P. Webster Library is an active church library containing over 8,000 volumes and other media. It provides religious and secular resources to support educational programs for a wide range of ages. The library also provides resources for faith and life to the wider community through the Connecticut Interlibrary Loan System. One Sunday morning per month is required.

Responsibilities:

- Opens and closes the library using established procedures, sorts and distributes incoming mail and library resources.
- Checks materials in and out, empties book drop, maintains order in the collection, inspects materials for damages and makes minor repairs. Oversees, assists and fills in for the library aide who is responsible for shelving materials based on Library of Congress system, conducting inventory, shifting collection, photocopying, filing and other library projects as needed.
- Processes incoming and outgoing requests for resources using the online statewide Interlibrary Loan System (IConn.org), including C-Car pickup and deliveries.
- Provides excellent customer service in person and on the telephone by locating relevant resources for patrons using print and non-print materials, suggests alternative sources of information, and assists patrons in the use of the library, explains library policies and procedure, contacts patrons with overdue materials and resolves problems, registers new patrons and updates records.
- Processes incoming new resources by maintaining accurate records of orders and receipts, catalogs materials using online systems (IConn.org, OCLC, Alexandria), performs data entry using library databases, processes materials by covering, repackaging and labeling for addition to the collection, notifies patrons of holds.
- Reviews bills and prepares for payment, records subscriptions and renews periodicals, assists director in resolving billing problems, maintains financial records and files, maintains a current inventory of office and special supplies for the library.
- Plans and presents story-time for preschool classes; selects appropriate resources based on either the library's collection, or the collection of the Noah Webster Public Library, suggests new resources as needed.
- Reserves, delivers and sets up media equipment as requested, instructs patrons in the use of equipment, resolves minor technical issues. Sets up refreshments and furniture/equipment used for meetings and programs.
- Creates relevant and timely displays, composes, types and disseminates library promotional materials. Assists with regular programs, special programs and projects sponsored by the library. Is proactive in marketing the library and provides outreach to expand the library's scope as appropriate.
- Oversees the library in the director's absence, reports on work accomplished, keeps director apprised of issues or concerns and makes suggestions for improvements, attends meetings and training as requested.
- Provides support to the church archivist. Duties may include photocopying and organizing historic documents, creating folders, sorting documents, assisting in preparation of exhibits, and filing.
- Maintains the John P. Webster Art Gallery. Solicits and makes initial contact with artists, meets with the artists to photograph artwork for publicity and determine a mutually agreeable reception date. Stages and hangs the artwork, organizes and schedules the reception, provides information for press releases, creates posters and distributes publicity.
- Other duties as assigned.

Qualifications:

- Education: minimum High School diploma, Associates Degree in Library Technical Assistance or 2 years relevant work experience.
- Ability to interact with others in a positive, courteous, constructive, professional manner
- Considerable ability to pay attention to details, keep accurate records and maintain an orderly collection
- Strong organizational and problem solving skills
- Excellent written and verbal communication skills
- Ability to learn new skills and develop professionally
- Flexibility in dealing with multiple priorities
- Ability to work effectively with a wide range of ages
- Ability to understand library procedures, techniques, policies and practices and the ability to work with automated library systems
- Strong keyboarding skills, demonstrated proficiency in Microsoft Office Products including Word, ability to effectively search the Internet, use e-mail.
- Ability to be a self-starter and work independently
- Ability to troubleshoot equipment and make minor repairs
- Valid Driver's license and the ability to walk or drive to outreach locations, post office, stores, public library, off-site meetings
- Ability to be somewhat flexible with hours as needed to fulfill the operating hours of the library as well as special programs, one Sunday morning per month is required
- Ability to use hands to operate objects, tools, or controls; and reach with hands and arms
- Vision and hearing at or correctable to "normal ranges", close vision is essential to shelve materials

Physical Requirements:

- Ability to set up and move and/or lift materials, equipment and/or furniture up to 40 pounds
- Ability to push a loaded book truck weighing up to 300 pounds
- Ability to use a step stool and/or ladder to shelve materials, hang artwork, install displays
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- Ability to operate a keyboard at efficient speed and accuracy and operate typical office equipment, including computer hardware