**Library Associate Job Description**

The Library Associate supports and works in collaboration with the Library Director. The associate will assist with library operations including, but not limited to, providing patron services, and technology assistance. The associate will be responsible for the public operation of the library in absence of the Director, also responsible for following the policies and procedures established by the Director and Board of Trustees.

**QUALIFICATIONS:**
- High School Diploma or equivalent: Bachelor’s Degree preferred
- Previous library experience preferred
- Experience using Evergreen
- Able to use computers in a variety of applications
- Able to work independently and in collaboration with others

**ESSENTIAL RESPONSIBILITIES:**
- Perform Patron Services, including circulation and technical assistance (trouble shooting patron computer problems, assisting with online library materials, online catalog)
- Perform a variety of clerical duties, including preparing material for circulation, cataloging, shelving and pulling materials
- Register new patrons and issue library cards
- Assist with Collection Management
- Help in developing and communicating library policies
- Occasionally assists with programming for all age groups
- Trades hours or substitutes for the Director as needed

**WORK SCHEDULE**

The schedule is fairly regular working Tuesdays 3-8 and every other Saturday from 10-3. Some flexibility preferred to cover for times when Director is unavailable

**SELECTION GUIDELINES:**

The successful candidate will be chosen by the Library Director and approved by the Library Trustees through the hiring procedures set forth in the Town’s Personnel Policies and Procedures.

The position description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and requirements of the position change.

**SALARY:**
Starting at $20.09 per hour depending on experience, non-benefited

Position opened: Until filled

Please send resume, cover letter & list of three professional references & Town of Whately Job Application Town of Whately Employment Application to: library@whately.org. Please include “Library Associate” in the subject line