Central Square Library

Library Assistant

Central Square Library is seeking a part-time library assistant to support the daily operations of the library including circulation, working with the public, clerical and technical services. The Assistant reports to the Library Director.

Key Responsibilities:

- Assisting patrons with their needs and requests
- Working with the computer program and other computer software to manage library materials and patron requests
- Helping to maintain a clean, orderly library environment
- Administrative tasks such as answering the phone and assisting with reports and records
- Working cooperatively with other staff members
- Helping to manage library collections
- Attending continuing education classes and webinars that support their job performance
- Supporting community outreach events at the discretion of the director
- Assisting with programming

Key Skills:

- Ability to balance many projects at the same time
- Ability to work well with other staff members and the public

Familiar with basic electronics including computers, phones, copiers, printers and scanners

Salary: $16 -17/hr

Schedule: various days of the week including Saturdays and some evenings

How to apply:

Cover letter, resume and three references may be dropped off or mailed to the library, or emailed to csqlib@ncls.org Applications will be accepted until adequate staffing is achieved.

Central Square Library
637 South Main Street
Central Square, NY 13036