



LIBRARY ASSISTANT

Full-time (35 hours per week)

Tuesday through Saturday with Occasional Evenings

Job Description:

The Maury Loontjens Memorial Library is seeking a community oriented, intelligent, customer-service focused, and technologically capable individual to join the library team. The library assistant serves as support staff and will be called upon to exercise judgment in the application of library techniques and procedures. While the library assistant will have to perform some routine clerical tasks, he/she will be assigned responsibilities for numerous aspects of the daily operation of the library. Specific duties are determined by the Library Director and Patron Services Librarian, and may vary considerably with circumstances. As one of the persons most visible to patrons entering the library, the library assistant must project a friendly and helpful attitude, and be willing to try to satisfy patron needs, both by using his/her own knowledge and skills, and by seeking the assistance of the Director or Patron Services Librarian when needed. Although the library assistant does not supervise the Library Technicians, he/she may lend assistance to the technicians as circumstances warrant. The Library Assistant serves as the person in charge of adult programming and patron services in the absence of the Patron Services Librarian. The Library Assistant must know policy and procedure, and reports to the Patron Services Librarian or the Library Director.

Compensation:

This full-time position has a starting hourly rate of \$17.00 per hour and offers health benefits, retirement plan, vacation, sick, and personal leave.

An affirmative action/equal opportunity employer. No discrimination due to race, color, sex, national origin or handicap shall be practiced in employment, assignment or transfer of employees.

Application:

Please submit a **Cover Letter and Resumé** with contact information for **three references** to the Library Director, Jared Jacavone, via mail or email at jaredjacavone@narlib.org. The position will remain open until closed and applications submitted before November 23, 2025 at 11:59 PM will be given priority.

Address:

Maury Loontjens Memorial Library
25 Pier Marketplace
Narragansett, RI 02882

General Responsibilities and Duties:

- A friendly, helpful attitude and use of tact and diplomacy when dealing with patrons
- Ask for input from supervisor or other staff members as appropriate; refer questions to supervisor or other staff members as appropriate.
- Serve as a team player in support of the library.
- Excellent organizational skills. Ability to shelve and locate materials.
- Basic competency to learn equipment including a fax machine, photocopier, printer, scanner, laminator and telephone system.
- Comfortable using a computer and the ability to learn online circulation system.
- Assist patrons with public access catalog and online resources.
- Handle security issues. Open and close library.
- Lead Patron Services and day-to-day programming in the absence of the Patron Services Librarian.
- Help coordinate and schedule room reservations.
- Handle and process Interlibrary Loan (ILL) materials.
- Maintaining clear and accurate patron and library material records.
- Preparing and sending notices.
- Handling money and donated items.
- Creating and implementing library programs for the public.
- Other duties assigned by the Director or Patron Services Librarian, as the need arises.

Required Qualifications:

- A high school degree/GED equivalency or greater.
- An associate's degree or greater.
- Familiarity with technology and computers
- Computer skills, including Microsoft office, the ability to learn the online circulation system, fax machine, photocopier, printer, scanner, and laminator.
- Willingness to learn new technology.

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- Experience leading group related activities.
- Experience in customer service.
- Excellent communication skills.
- Willingness to seek answers to patron questions.
- Excellent organizational skills.
- Proficiency in online searching.
- Detail oriented.
- Understand, follow and enforce policies and procedures.

Preferred Qualifications:

- A Bachelor's degree or in the final months of acquiring the degree.
- Experience with online programs such as Gmail/Google Docs., Yahoo email, Microsoft 365, Canva, LibGuides, OCLC/Worldcat, and other related systems.
- Experience with 3D printing technology and 3D printing software
- Experience with Cricut vinyl cutter technology
- Experience with integrated library systems; experience with Koha a plus.
- Experience with research databases.
- Experience working in a library or education related environment.

Physical Environment/Working Conditions/Physical Demands:

- The work environment is typically within an office setting, although the employee may meet with other employees and agencies in an outside (jobsite) environment.
- The working conditions (light, noise level, temperature, etc.) are typical of (primarily) an office setting.
- The employee may occasionally lift and/or move objects up to twenty-five (25) pounds.
- Specific physical abilities include close vision and the ability to use computer monitors for long periods of time, as well as the ability to communicate verbally in person and on the telephone.
- May occasionally be required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, or balance; stoop, kneel, crouch, or crawl.

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