

GILMAN LIBRARY
EMPLOYMENT OPPORTUNITY

The Gilman Library in Alton is seeking a Library Assistant for approximately 16 hours/weekly.

This position requires:

- Outstanding communication and customer service skills.
- Ability to speak and write effectively.
- Ability to utilize an automated circulation system and to execute circulation policies and procedures.
- Excellent computer skills.
- Flexibility to deal with multiple tasks, and to extend courtesy to customers, sometimes under trying circumstances.

Responsibilities include (but are not limited to):

- Helping patrons locate library materials.
- Assisting patrons with digital media computer usage.
- Checking in/out library materials.
- Registering new patrons.
- Collection maintenance tasks.
- Assist with interlibrary loan.
- Sharing programming responsibilities
- ...and so much more!

Qualifications

Any combination of education and experience demonstrating the necessary knowledge, skills and abilities in library operations. Library experience preferred. Have an excellent customer service attitude towards patrons of all ages and backgrounds. Must be able to push or pull carts, do a moderate amount of bending, squatting, lifting (up to 40 pounds), stretching and standing for extended periods of time.

Hours include at least two evenings per week, Saturdays, and weekday hours. Please submit a resume, including at least three references to Holly Brown, Library Director in person or by mail at Gilman Library, P.O. Box 960, Alton, N.H. 03809 or gilmanlibrary@metrocast.net

The Gilman Library is an equal opportunity employer.