

Employment Opportunities

Library Assistant

Chelsea District Library (CDL) is seeking a creative, energetic, organized, and engaging person to join us as **Library Assistant**. This person understands the necessity and value of public libraries and their ability to transform lives in small and large ways.

As a permanent part time Library Assistant at CDL, you will find opportunities to share and learn in a team environment. In this position, you will join the library staff and board in developing the resources, programming, and services that enable the library to achieve its mission and implement its strategic plan.

Why Chelsea District Library?

CDL is a nationally recognized library located in historic downtown Chelsea with a mission to engage, inspire, and equip through evolving resources and service. An integral part of the Chelsea community, we provide patrons of all ages with a variety of services, resources, and programs to meet the educational, recreational, and informational needs of the community we serve. We truly believe that coming to work every day should be fun, challenging, and supportive! We look forward to hearing how you can support our mission and contribute to our culture.

What we are looking for:

- *Someone who can work 10-15 average hours per week, including monthly staff meetings, 1 weekend a month, and subbing for scheduled & unscheduled time off fill-in.*
- *Someone with attention to detail, who loves to work with the public, is team oriented, adaptable, and motivated to learn and work hard. Flexibility is a must.*

Items to submit (in a single PDF file):

1. Cover letter
2. Resume
3. CDL job application

Apply to: jobs@chelseadistrictlibrary.org

Deadline for applications: Friday, February 2, 2024 by 5PM

Interviews anticipated: week of February 5, 2024

Target starting date: week of February 26, 2024

Chelsea District Library Position Description

Title: Library Assistant
Reports to: Head of Circulation
Hours: Varied; includes days, evenings and weekends.
Classification: Grade 1, part-time, hourly, non-exempt
Wage Range: \$13.70 - \$17.80 per hour

Purpose and Scope:

Under the supervision of the Head of Circulation, performs general clerical and routine library duties using a computerized system; assists with scheduling, banking, and reporting; provides customer service to all ages; and performs other duties as assigned.

Essential Duties and Responsibilities:

1. Serves the public at the circulation desk, including but not limited to, circulation of library materials, issuing library cards using the library's online computer system, data entry, and general clerical duties.
2. Assists patrons with circulation questions and problems involving interpretation of the library's circulation policies and procedures, in person and on the telephone.
3. May handle daily cash receipts and take circulation deposits to the bank when the circulation supervisor is not available.
4. Assists with processing of monthly circulation reports, damaged material mending, material processing and linking.
5. Assists with scheduling issues when circulation supervisor is not available.
6. Assists in training of new personnel.
7. Substitutes for other staff who are ill or on vacation.
8. Attends and participates in staff meetings and work groups.
9. Other duties as assigned.

Essential Physical Requirements:

1. Ability to give/follow written and oral instructions and procedures.
2. Ability to reach (laterally and overhead), bend, twist, squat, kneel, push and pull.
3. Ability to lift/carry up to 20 lbs.
4. Ability to perform repetitive movements including simple grasping, pushing, pulling and fine manipulation.
5. Ability to sit, stand and walk for extended periods of time.

Experience/Education Required:

1. High school diploma or GED.
2. Ability to alphabetize, to put numbers in order, and to read and comprehend both written and oral instructions and to respond appropriately.
3. Basic clerical and computer skills, in a Windows environment, including Google Workspace.
4. Ability to count money and give accurate change.
5. Ability to maintain a positive public service attitude; approachable, helpful, non-judgmental.
6. Excellent communication and interpersonal skills; proven ability to work effectively with public and co-workers.
7. Ability to assume responsibility and work without direct supervision.
8. Ability to multi-task with strong attention to detail.
9. Dependable and reliable work habits.

Qualifications and Experience Preferred:

1. Previous work experience at a library or other public service organization.

Chelsea District Library is committed to equal treatment and opportunity in all aspects of recruitment, selection, and employment without regard to gender, race, religion, national origin, ethnicity, disability, gender identity/expression, sexual orientation, veteran or military status, or any other category protected under the law. Chelsea District Library is an equal opportunity employer; committed to a community of inclusion and an environment free from discrimination, harassment, and retaliation. Jan. 2024/LB