



Children's Library Service Specialist - Part-Time Position Description

The David & Joyce Milne Public Library's mission is to provide a wide range of information and materials, through traditional and innovative methods, to promote, encourage and support the diverse needs within Williamstown and the larger Berkshire community. The Milne Library also provides a friendly community space, which encourages curiosity, free inquiry and lifelong learning. The Library first opened its doors in 1874 and has served the community from its 1095 Main Street location since 1996.

Duties

Performs various functions connected with the circulation of library materials. This position will have a primary focus within the Children's Department but will also be trained to assist at the Adult Service's desks.

Circulation Desk responsibilities will include learning all circulation functions such as:

- Checking items in and out of the library
- Register new patrons and update expired registrations
- Assist patrons with locating library materials
- Read shelves and shelve books
- Answer or refer reference questions and research requests
- Collect out-of-state fees, fines and photocopier money
- Answer telephone and direct phone calls
- Place interlibrary loan requests
- Assist patrons with the photocopier
- Assist users with digital resources, materials and devices
- May also occasionally be involved in planning and implementing library programming, leading storytimes, and assisting with community outreach.

Qualifications

The Library Service Specialist will be personable, energetic and organized, with an ability to work in partnership with a diverse population including patrons (both adults and children), staff, and volunteers. Excellent customer service and computer skills. Ability to work in a team setting and possess the willingness to assist and support coworkers, contribute ideas, maintain flexibility, and be able to adapt to a rapidly changing environment. Bilingual proficiency (Spanish/English) is desirable.

Physical Requirements

Required to move around the facility, walk, sit, bend, climb, kneel, carry and stoop. Ability to operate a keyboard and other office equipment efficiently. Ability to move materials weighing up to 25 pounds from the floor.

Hourly rate: \$18.50 per hour

Hours include: 9-12 hours / week

Varied schedule, including frequent weeknight evenings and Saturdays.

Substituting and summer hours will be as needed.