



## The Field Library Job Opening

**Job Title:** Part-Time Library Assistant (Adult Services)

**Summary:** Under the general direction of the Head of Adult Services, the Library Assistant performs basic reference duties, assists with information queries, and supports the outreach and program activities at the library. The library assistant would also assist with holds and interlibrary loans, and may help perform basic collection maintenance duties such as weeding and evaluating materials for circulation.

### **Essential Job Functions:**

- Provides reference and reader advisory services to patrons.
- Assists patrons with the online catalog and other electronic resources and guides patrons in using the Internet and printing.
- Conducts weeding and maintenance of the collection.
- Assists with holds and interlibrary loan requests.
- Answers questions from the public in person, over the telephone, and electronically.
- Keeps informed of professional developments through participation in organization meetings, workshops, continuing education, and professional training.
- Other duties as assigned.

### **Knowledge, Skills, and Abilities:**

- Ability to work well under pressure, prioritize projects, and be detail/deadline oriented.
- Excellent interpersonal, communication, and organizational skills.
- Comprehensive knowledge of library-related technology, online database systems, bibliographic tools, and resources.
- Strong functional knowledge of social media principles, practices and the desire to apply that knowledge in a professional environment.
- Ability to develop and maintain a positive working relationship with fellow employees, supervisors, and the general public.
- Good working knowledge of modern principles and practices of library science.
- Good working knowledge of modern library organizations, procedures, policies, aims, and services and the ability to carry out library policy and procedures effectively.
- Public service orientation and knowledge of reading interests.

### **Minimum Qualifications:**

- Bachelor's degree or equivalent experience in a public library setting.
- Knowledge and experience using an automated library system and databases.
- Spanish language skills desired.

This is a part-time, non-exempt position.  
Approximately 20-25 hours Bi-weekly.

The Field Library is an Equal Employment Opportunity employer.

Please send a cover letter and resume to:

**Rosa Villa**  
Human Resources Administrator  
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914-737-0521