

Job Title: Assistant Librarian
FLSA: Non-Exempt (Hourly)
Reports to: Library Director
Updated: April 2025

Job Summary

The Assistant Librarian is responsible for supporting the library and helping patrons access library services.

Essential Functions

Under the direction of the Library Director, responsibilities may include the following.

- Develops and maintains the library materials collection for persons of all ages (selects, orders, and discards materials)
- Assists patrons with checking out materials
- Works with Piermont Village School students
- Catalogs library materials
- Assists patrons in selecting and locating materials, as needed
- Assists patrons with inter-library loans
- Maintains a neat and orderly library by creating displays and seeing that equipment is kept in good working order
- Implements the library circulation system
- Monitors volunteers and assigns tasks to them
- Implements procedures for recovering overdue materials
- Develops, coordinates, and implements library programs
- Maintains good communication with the public
- Keeps library technology up-to-date and fully functional
- Performs other duties as assigned

This position description is not intended to incorporate every duty and other duties or tasks may be required.

Minimum Education & Experience

- High school diploma or GED required
- Library experience preferred
- Basic knowledge of computers and software
- Patron and student centered
- Ability to work collaboratively

Special Requirements

- At least one evening a week required
- Criminal background check will be required upon hire

Salary: Determined by the Board commensurate with experience.

Hours: Eleven (11) hours per week.

Additional Benefits:

- **Sick Days:** Four (4) days per year, i.e. two (2) contract weeks. Days in excess of the allowed paid sick days will be unpaid. Paid sick days may accumulate to a total of twelve (12) days.
- **Vacation:** Four (4) paid days per year, i.e. two (2) contract weeks.
- **Continuing Education:** The annual budget of the Piermont Public Library shall provide funds for the continuing education of the librarians. Registration fees, hotel accommodations and travel expenses shall be paid for courses, seminars, conferences, and conventions as approved by the Board of Trustees up to the amount budgeted annually for this purpose.