



Library Assistant

Circulation Desk Duties Include:

Operation of library software and online catalog; shelve materials; inter-library loan; assist the reference desk; keep shelves and displays in order. Other duties as needed.

Essential Functions:

- Communicate verbally and in writing
- Retrieve and shelve books
- Type and Operate a computer
- Calculate payments on the cash register
- Maintain records
- Operate library machines and equipment
- Lift 25 pounds and push and pull a full book cart
- Ensure patron privacy

Position requires the ability to follow oral and written directions and to deal tactfully and courteously with the public.

Education and Experience:

High School Diploma and preferably some college level study and/or appropriate library experience. **Computer experience required.**

Hours:

Tuesday & Wednesday	9 AM to 5 PM
Thursday	10 AM to 6 PM
Some Saturdays	9 AM to 5 PM

**Ask at the desk for an application or
send résumé and cover letter to
director@portsmouthlibrary.org**