

Job Description; 30-35 Hours/Week**SENIOR LIBRARY ASSISTANT****Reports to: Library Director****Grade/Classification: Non-exempt. Hourly position****Pay: \$20.00-\$24.00****Benefits:** Paid holidays, Paid time off and Retirement**Schedule: (Subject to change)**

Tuesday, Wednesday & Thursday – 11:00 AM/12:00 PM – 7:00 PM

Friday – 8:00 / 9:00 AM – 2:00 PM

Saturday – 8:00 / 9:00 AM – 1:00 PM

Sunday & Monday- OFF

Job Summary:

The Gafney Library in Sanbornville, New Hampshire is seeking a dependable, enthusiastic, and community-focused library professional to serve as Senior Library Assistant. This position plays a key role in the daily operations of the library, providing high-quality patron service, supporting circulation and reference functions, and assisting with library technology, collections, and programs.

In addition to providing excellent patron service and supporting library operations, the Senior Library Assistant works closely with the Library Director and serves as the library's lead staff member during assigned shifts and in the Director's absence. This position exercises independent judgment in addressing routine operational, patron service, and facility-related matters; assists with implementation of library policies and procedures; coordinates projects and services; and helps ensure the efficient day-to-day operation of the library.

Primary Job Responsibilities:**Leadership & Operational Support**

- Serves as the lead staff member during assigned shifts and in the Director's absence, ensuring continuity of library operations
- Oversees routine day-to-day operations and independently addresses patron service, facility, and operational issues as they arise
- Assists with the implementation and consistent application of library policies and procedures
- May serve as a point person for library programs, services, and special projects, ensuring timely completion and follow-through
- Monitors the condition of the library building and grounds; identifies maintenance needs and coordinates routine upkeep and repairs with the Director
- Assists with building opening and closing procedures and helps maintain a safe, secure, and welcoming environment

- Maintains oversight of daily cash handling procedures, including processing, recording, reconciling, and securing funds received by the library in accordance with established financial procedures
- Prepares and organizes financial records and supporting documentation for review by the Director
- Communicates significant operational, facility, patron, or financial concerns to the Director in a timely manner
- Exercises sound judgment and decision-making authority regarding routine matters while referring significant issues to the Director as appropriate

Library Operations & Patron Services

- Assists with the daily operation of the library and ensures smooth public service delivery
- Provides circulation, reference, and reader's advisory services to patrons of all ages
- Assists patrons in the use of library materials, technology, and digital resources
- Manages room reservations and general patron service inquiries
- Supports Interlibrary Loan services and routine circulation tasks

Collections & Technical Services

- Assists with cataloging, processing, and maintenance of library materials
- Supports collection maintenance, including organization and shelf management
- Assists in evaluating materials and making recommendations for updates or replacements under the direction of the Director
- Maintains accurate records, statistics, and supply inventories

Technology & Administrative Support

- Assists with library technology systems, including the automated circulation system and public/staff computers
- Supports routine technology updates and troubleshooting as needed
- Assists with statistical reporting, data entry, and basic administrative tasks
- Maintains familiarity with library procedures and operational guidelines

Programs & Community Engagement

- Assists with library programs, outreach initiatives, and special events as needed
- Supports a welcoming, inclusive, and service-oriented library environment

Minimum Requirements (Training, Skills, Education, and Experience)

- Bachelor's degree or equivalent experience preferred
- Prior experience working in a public library required
- Strong technology skills, including proficiency with computers, common software applications, and office equipment
- Ability to learn and use an automated library circulation system and catalog
- Accurate keyboarding, data entry, and cash-handling skills, including making change and processing patron payments
- Excellent interpersonal and customer service skills with the ability to work with patrons of all ages
- Strong verbal and written communication skills

- Ability to work independently, manage multiple tasks, and meet deadlines
- Ability to work collaboratively in a team environment
- Demonstrated initiative, problem-solving skills, and sound judgment
- Commitment to confidentiality in all library matters
- Must be able to pass a criminal background check

Other Considerations and Requirements

- Ability to work a flexible schedule
- Assists with general upkeep and daily operations of the library facility
- Shares responsibility for building security and maintaining a safe environment for patrons and staff
- Assists with signage, displays, photocopying, and other routine operational materials
- Represents the library in a professional and courteous manner at all times
- Ability to adapt to frequent interruptions while maintaining strong customer service

Physical Requirements

- Ability to stand and walk for moderate periods of time
- Ability to sit, bend, twist, squat, kneel, crouch, and change positions frequently
- Ability to push and pull carts and use step stools to retrieve materials
- Ability to perform repetitive hand movements, including grasping and keyboarding
- Ability to lift and carry materials up to 40 pounds

How to Apply:

- Submit a cover letter and a resume listing three current references
- This position will be open until filled
- This position is contingent upon successful passage of a pre-employment criminal background check

Submit to:

Amy Swanson, Director

The Gafney Library

P.O. Box 517

Sanbornville, NH 03872

amy.swanson@gafneylibrary.org

Gafney Library is an equal opportunity employer. We are committed to providing a work environment that promotes an understanding of and appreciation for the value diversity brings not only to our organization, but our entire community.

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential job functions.