



**Merrill Memorial Library  
Circulation Assistant and Publicity Librarian**

**Summary of Responsibilities**

A variety of routine manual and clerical work at the Circulation and Information Desks in the Library, organization of and co-chairing the Readers Circle Book Group, processing of Interlibrary Loans, creation of publicity for Library events and maintaining Library's website and social media presence.

**Supervision Received**

This is a part time position under direct supervision of the Library Director and Assistant Director.

**Supervision Exercised**

None

**Essential Duties and Responsibilities**

- Circulation work at the front desk, processing fines, processing new library card applications, retrieving holds, phone calls, answering email, use of photocopy/scan/fax machine, shelving and other clerical work
- Reference work at the Information Desk, answering emails, phone, retrieving materials for patrons, processing new library card applications, shelving and other clerical work
- Maintains a current list of in house bestsellers for patrons and staff
- Creates advertising in house and for media publications of all library events and information
- Maintains Wordpress based website for the library
- Creates and maintains a weekly newsletter about library events and information using Mailchimp
- Promotes library events and information through social media accounts, Facebook, Snapchat, etc
- Performs a variety of miscellaneous duties as assigned, running errands for materials for programs, library supplies, setting up rooms for events

## **Desired Minimum Qualifications**

### **Education and Experience**

- Graduation from college or university with a Bachelor's degree in Library Science, Liberal Arts, Public Administration or a closely related field
- Prior experience in an automated Library setting

### **Skills and Abilities**

- Knowledge of the principles and practice of modern Library systems and programs, circulation systems and processing, working knowledge of Library classification systems
- Sierra, Minerva, Excel, Word, Canva, Wordpress, Photocopy, Scan, Fax, Multi Line phone system, Chromebook, Google Drive.
- Ability to accurately maintain Library filing systems, communicate effectively, and possess the ability to establish and maintain effective working relationships with patrons, co-workers, supervisors, and the general public

### **Schedule**

This is a part-time regular schedule of Weds 9-3, Thurs 9-3 and Fri 10-5. In addition, this position works 1 Saturday every 4-5 weeks in rotation with the rest of the Library staff. Evening work is occasional.