FIELD
L I B R A R Y

Job Opening

Join Our Team as a PT Library Assistant!

Position Overview: As a Library Assistant, you will support the Head of Adult Services in various essential functions, including basic reference duties, information queries, and engagement in library outreach, marketing, and program activities. Your role will be pivotal in enhancing the library experience for our patrons. 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.

Key Responsibilities:
- Provide excellent information and readers' advisory services to patrons.
- Assist patrons with utilizing the online catalog and electronic resources and guide them in using technology, including the Internet and printing services.
- Help plan and facilitate engaging programs and events for the community.
- Manage holds and interlibrary loan requests efficiently.
- Address queries from the public in person, over the phone, and electronically.
- Perform other library-related duties as assigned.

Qualifications:
- Bachelor's degree or equivalent experience in a public library setting is preferred.
- Demonstrated experience in customer service.
- Strong communication, organizational, and interpersonal skills.
- Ability to prioritize tasks effectively and work well under pressure.
- Proficiency with Microsoft Office, Google Suite, Canva, and social media.
- Familiarity with library digital content services, including Libby, Hoopla, Kanopy, etc
- Bilingual (English/Spanish) is a plus.

Benefits: Retirement plan, Dental and Vision insurance, Vacation, and Paid Sick Leave.

This is a part-time, non-exempt position that requires approximately 20-25 hours Bi-weekly. Night and weekend shifts are required.

Starting Hourly Rate: $24.00/hr.(*Sunday shifts pay rate is time and one half)

The Field Library is an Equal Employment Opportunity employer.

Please send a cover letter and resume to or submit it using the link below:

https://form.jotform.com/250823795322055

Application Deadline: Apr 30, 2025