

JOB TITLE: SUBSTITUTE LIBRARY ASSISTANT

Qualifications: Some High School

Reports to: Librarian

Job Summary:

The substitute librarian is responsible for overseeing basic functions of the library when the librarian and/or assistant is unavailable due to illness or vacation.

Duties and Responsibilities:

Duties and responsibilities include, but are not limited to the following:

- Checks books in and out

- Shelves returned books

- Assists patrons with locating books and information

- Takes and records messages for the Librarian and book requests from patrons

- Dusts and vacuums as necessary

- Any other tasks that the Librarian considers necessary

Approved November 14, 2024