

TOWN OF WILLISTON

Job Description

POSITION TITLE: Student Assistant
DEPARTMENT: Library
PAY GRADE: Vermont minimum wage
FLSA STATUS: Non-Exempt
EMPLOYMENT: Part-time, approximately 8-10 hours per week

SUMMARY:

This position is responsible for assisting with the care and upkeep of the library collection, including physically processing new materials and shelving all materials.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Assist library patrons before other duties.
- Shelf materials in all library collections.
- Process new library materials.
- Bring damaged library materials to the attention of senior staff, perform repairs as instructed.
- Make posters and signs, and arrange displays.
- Keep the periodical collection organized.
- Ensure public areas are neat.
- Set up for and clean up after programs.
- Open and close the library.
- Help at the circulation desk as needed.
- Assist with inventory and tracking of lost materials.
- Assist with book sale preparation.
- Maintain a pleasant and inviting environment for library visitors.
- Perform other duties and special projects as assigned.

SUPERVISION RECEIVED:

This position receives supervision from the Assistant Library Director and Library Director, and follows general directions from all Librarians.

SUPERVISION EXERCISED:

This position does not exercise supervisory responsibilities.

MINIMUM QUALIFICATIONS AND SKILLS:

Must be at least fifteen years of age and have the following:

- Effective interpersonal skills and ability to engage with the public, including patrons of all ages and backgrounds.

- Commitment to excellent customer service and maintaining a professional demeanor.
- Ability to handle confidential and sensitive information with discretion.
- Basic Excel skills.
- Basic proficiency utilizing office equipment such as computers, scanner, and photocopiers.
- Basic skills in word processing, email, online calendars, internet, database searching, scanner, and copy machines.
- Willingness to learn and adopt new software and technologies.
- Ability to work evening and weekend hours.

PHYSICAL REQUIREMENTS:

This position involves a combination of office work and physical tasks, requiring the ability to:

- Perform fine motor tasks such as operate office equipment, handle small objects, and process library materials.
- Lift and carry materials and equipment weighing up to 30 pounds.
- Reach overhead, bend at the waist, crouch, or climb short stools to access and organize materials.
- Read, process materials, view computer screens, and manage records accurately.
- Communicate effectively in person, over the phone, and in writing, exchanging accurate information with patrons and staff.
- Stand, sit, or move about for extended periods during work shifts.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

WORK ENVIRONMENT:

Work is performed in a standard library environment. The noise level is typically moderately quiet. However, at times the noise level may be louder, with frequent interruptions and multiple demands. At times, the environment can be stressful.

EQUAL EMPLOYMENT OPPORTUNITY:

The Town of Williston is an Equal Employment Opportunity Employer.

DISCLAIMERS:

The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, requirements and work environment. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice and at any time, and additional work environment characteristics may apply.

This job description is neither an employment contract nor a promise of work for any specific length of time.

SIGNATURES:

Employee Acknowledgement

I have received and understand the requirements, essential functions, and duties of this position.

Employee

Date

Approvals

Department Head

Date

Manager, Town of Williston

Date

Job Description Effective Date: 12/16/2024

Supersedes Version Dated: 2/16/2023