

Saturday/Substitute positions (part-time)

The Scranton Library recently finished a complete renovation and expansion project, updating our historic facility with the latest in technology. The library is located in Madison's picturesque town center less than a mile from East Wharf beach and just steps from coffeeshops, restaurants, shops, and more. We are currently looking to fill multiple Saturday/substitute positions, across all departments.

The successful candidates will have outstanding customer service skills, strong oral and written communication and interpersonal skills, enthusiasm for technology, and the ability to work collaboratively. Flexibility and the ability to thrive in a constantly evolving work environment is also essential.

Hours: Approximately one Saturday per month. This position is considered part of our substitute pool, and availability/flexibility to work additional hours to provide coverage for vacation/sick leave is preferred.

Duties

- Provide information on all subjects to library users in person, by telephone, and digitally.
- Assist patrons to locate library materials and to access library and community services.
- Assist patrons with operation and maintenance of library equipment including public computers, printers, scanners, fax machine, and copiers.

Requirements

- Proven track record of outstanding customer service to a wide range of ages and abilities.
- Proficiency in wide variety of software and hardware. Knowledge of library systems such as Sierra and PC Reservations preferred.
- Outstanding written and verbal communication skills and a commitment to teamwork.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Duties require moving throughout the building to access collections and operating office equipment.
- Duties require ability to express and exchange ideas by means of the spoken word and to perceive the nature of sounds at normal speaking levels, with or without correction.
- Duties require close visual acuity for extensive reading and viewing a computer terminal.
- Duties require extended periods of standing, walking, and sitting.
- Duties require occasional periods of pulling/pushing items, lifting/carrying items up to twenty pounds, bending, stooping, and fine manipulation skills.

Compensation

- \$15/hr - \$28/hr depending on qualifications.

To apply: Send a cover letter, resume, and contact information for three references to scrantonlibraryhr@scrantonlibrary.org on or before November 7th, 2022.

Disclaimer: *Nothing in this job description restricts the E.C. Scranton Memorial Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the E.C. Scranton Memorial Library's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.*

The E.C. Scranton Memorial Library is an equal opportunity employer and does not discriminate as to age, race, color, creed, marital status, national origin, sexual orientation, disability, or other protected status under state and federal laws.