

ULYSSES PHILOMATHIC LIBRARY
LIBRARY ASSISTANT
JOB DESCRIPTION @ 20 hours per week

The Library Assistant in conjunction with the Library Director (LD) is responsible for:

- Library Website and Social Media
 1. updating as needed with calendar postings and current events
 2. monitoring links
 3. social presence on Instagram and Facebook
- Library Newsletter
 1. designing and formatting articles sent via email from LD
scheduled publication 3x/year
- Marketing
 1. producing flyers and press releases for library programs and special events
 2. assisting with brochures, reports and other print materials
- Circulation Desk
 1. working at the desk when needed- including but not limited to assisting with check-in materials, checking out materials for patrons, pulling holds and emptying the bookdrop as needed.
 2. implementing Library policies
 3. troubleshooting as needed
 4. supporting volunteers and youth workers as needed
- Program Assistance
 1. Assisting other staff with program preparation, set-up and breakdown.
- Other duties as assigned