

**Madison Library  
Staff Substitute  
Job Description**

**Summary of Responsibilities**

Staff Substitute is a public service position that provides occasional coverage for staffing the library when regular staff members are not available.

**Immediate Supervisors:** Library Director and Assistant Librarian

**Job Qualifications**

Education: College education required or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Staff Substitute must work well with children and adults, be able to communicate clearly in person and over the telephone, enjoy reading, have good computer and internet skills. Candidate must be organized and pay close attention to detail as most library tasks require careful record keeping. Candidate must be willing to accept a flexible schedule to include possibility of evening and Saturday shifts.

Physical requirements: Ability to lift up to 40 pounds, and agility to reach both the highest and lowest shelves in the library.

**Characteristic Duties and Responsibilities:**

1. opening and closing the library
2. helping the public at the circulation desk
3. using library's computer and software for circulation functions
4. shelving books and straightening public areas so they are safe and neat
5. helping library users find materials and with simple reference questions
6. helping public computer users with simple computer tasks (e.g., printing documents, opening programs, etc.)
7. answering basic requests for help using public computers
8. taking information for interlibrary loan requests and special reference requests

**Training** will be provided on use of library's automation software, record keeping, library's online services to the public, and basic functions of public computers.

**Benefits**

There is no vacation or sick time associated with this position. Staff substitute will be covered under Town's Worker's Compensation Insurance.

**Background check**

Since staff substitute will be working with children, a background check will be made for candidates being considered for this position.

Approved: January 18, 2012 by the Board of Trustees