THOMASTON PUBLIC LIBRARY

JOB TITLE: Library Assistant/Programming Coordinator
REPORTS TO: Library Director
PREPARED BY: Library Board of Trustees DATE: 10/8/24; updated 9/15/2026

POSITION SUMMARY/PURPOSE

Reporting to the Director, this position is primarily responsible for adult programming and publicity, as well as general assistance at the Adult Services desk.

ESSENTIAL FUNCTIONS

- Plans programming for adults in coordination with Director
- Assists with group and individual instruction in current and emerging technologies
- Promotes library programs and services through social media and library displays
- Assists patrons with the use of library resources and equipment
- Assists in maintaining webpage
- Assists patrons with reader's advisory
- Assists patrons in finding desired materials
- Assist with other tasks as needed.

EQUIPMENT USED/ENVIRONMENT

Equipment used in this position includes standard office equipment, library equipment, computers/laptops, and handheld technology.

JOB KNOWLEDGE, SKILL REQUIREMENTS, AND DESIRED ATTRIBUTES

- Strong organizational skills and ability to multitask
- Strong interpersonal, communication, and customer service skills
- Knowledge of technology & proficient in Microsoft Office/365 and Google Workspace

EDUCATION & EXPERIENCE

- Required: Associate's degree or 2 years of experience
- Preferred: Bachelor's degree

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employee. This job description does not constitute an employment agreement or contract between the Town and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This job description conforms to EEO and ADA requirements.