



JOB OPPORTUNITY ANNOUNCEMENT

Date: Wednesday, August 21, 2019

Position: Library Assistant

Duties:

- Assist patrons in locating materials
- Process patrons through circulation desk: check-in and out of materials and computers
- Register or renew patron access (library cards)
- Assess and collect fines and fees
- Answer routine reference inquiries and research more detailed inquiries
- Assist patrons in use of online database searches; the internet, computer catalog terminals and microfilm readers
- Reserve books upon request of patrons
- Ensure books are maintained and shelved in an orderly manner
- Ensure accuracy of call numbers and make adjustments to correct errors
- Type, file, and answer phones

Requirements:

- Equivalent to high school diploma
- Knowledge of library classification systems including Dewey Decimal System
- Knowledge of library automated computer systems, common database management, spreadsheets, and word processing software
- Ability to work with and troubleshoot office machines such as copier and computer
- Ability to communicate clearly with patrons, co-workers and supervisor
- Ability to follow library policies and procedures, especially as relate to issuing library cards, check in and out of items, collecting fines and fees, and processing new materials
- Ability to count change and handle money
- Ability to manage library card holder records

Salary: \$ 8.50 to \$ 9.00 per hour, depending upon experience

Contact: Cherie Robinson, Librarian

Deadline: 5:00 p.m. on Wednesday, August 28, 2019