

Applications are available at any Sara Hightower Regional Library branch or at <https://shrls.org/wp-content/uploads/2022/06/SHRLSEmployment-Job-Application.pdf>

Job Type: Part-time; hourly

Hours: 17 hours per week

Pay: \$9.00 per hour

Application Deadline: Open until filled

POSITION: Part Time
Library Assistant I / (Maximum 17 hours per week)

JOB SUMMARY: This position is responsible for checking items in and out, shelving items and performing a variety of duties in support of the library branch.

MAJOR DUTIES:

- Provides services to patrons in public service work areas by checking materials in and out, answering general reference questions, issuing new cards, responding to telephone inquiries.
- Sorts and shelves returned items.
- Maintains all collections in orderly and presentable manner, paying special attention to display books.
- Retrieves and checks in drop-box items.
- Reads and straightens shelves.
- Checks computer and shelves for overdue and lost items.
- Other duties as assigned by the department head.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of library cataloging system.
- Knowledge of library policies and procedures.
- Knowledge of all collections owned by the library.
- Excellent oral and written communication skills.
- Skill in operating a personal computer and printer.
- Knowledge of the Dewey Decimal system.

SUPERVISORY CONTROLS: The department head assigns work in terms of general instructions. Work is spot-checked for accuracy and compliance with instructions.

GUIDELINES: Guidelines include library policies and procedures and equipment manuals. These guidelines are clear and specific, but require some interpretation in application.

SCOPE AND EFFECT: The purpose of this position is to provide service to patrons entering the library to locate and check materials in and out of the library. By shelving the returned library materials in a timely manner and reading the shelves for accuracy, patrons are assured efficient access to library materials.

PERSONAL CONTACTS: Contacts are typically with patrons and co-workers.

PURPOSE OF CONTACTS: Contacts are typically to provide services, give and exchange information, and resolve problems.

PHYSICAL DEMANDS: Physical demands require intermittent sitting, standing, stooping, bending and crouching. The employee must frequently lift light object and occasionally lift heavy objects.

WORK ENVIRONMENT: Work is typically performed in a library.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None

MINIMUM QUALIFICATIONS: High School Diploma or GED.