

Library Assistant

Under the supervision of the Director performs a variety of circulation tasks related to the operation of the library.

Pay is \$10.00 an hour.

10 hours a week.

This is a temporary, Summer position only.

Anticipated schedule is 2 afternoons a week.

Anticipated shifts are:

Tuesdays from 10 am to 2

Wednesdays from 12 noon to 4 pm

Thursday evenings (from 5 or 6 pm to 8 pm is a possibility)

2 Saturdays a month (from 10 am to 2 pm).

Saturday availability is a MUST for this position.

This would be an ideal position for a responsible high school or college student who enjoys literature and libraries.

Essential Duties (Duties include but are not limited to the following)

- Works at the circulation desk; schedule includes evening and weekend hours.
- Circulates, reserves, renews, distributes and maintains all library materials. Empties book drop before opening.
- Responsible for shelving materials.
- Registers patrons and collects fines and fees for overdue and damaged items.
- Performs Reader's Advisory services and assists customers with locating reading materials.
- Assists customers with use of the computer including searching the online catalog and using the internet.
- Monitors public use of library facilities and assists patrons in location of library materials and use of equipment.
- Assists with special programs such as Summer Reading and Science in the Summer.
- Responds to telephone inquiries about library programs and services.
- Responsible for shelf reading, keeping shelves neat and other special projects as assigned.
- Performs other library tasks as assigned.

Desired Knowledge, Skills and Abilities

Basic knowledge of general office procedures and computers. Knowledge of technology, especially Web 2.0 applications is highly desirable. Knowledge of public libraries or prior experience in a public library desired. Ability to communicate effectively and courteously; ability and desire to serve the public of all ages; and ability to work as a team member. Be physically able to perform the essential functions of the job with reasonable accommodation, including the ability to lift up to 25 lbs.

To apply for this job, submit a resume and cover letter to:

jwaters@mclinc.org

NO PHONE CALLS OR DROP INS, THANK YOU.