

# Library Assistant

Mountain Lake Public Library

## Position Summary

Assist the Library Director and other staff in all operations to effectively meet the needs of the public.

**Job type:** Part-time

12-15 hours per week

Salary: \$14.91 per hour

## Primary Responsibilities

Assist with all functions of the library to ensure efficient and effective operations these are not limited to:

- Checking In and Out materials
- Reading Shelves
- Shelving Materials
- Maintain the public area and enforce library policies
- Picking up Mail and other office related duties
- Assisting with all programs from Story time to Guest Speakers
- Assist patrons with questions about books, reference and technology
- Clerical and data related tasks using computerized systems
- Checking and filling hourly hold listings

Work is performed under the overall supervision of the Library Director and Director's Assistant.

### **Minimum qualifications:**

- A high school diploma or equivalent
- One year of general work experience
- Ability to work independently
- Ability to work effectively with Director and other employees
- Ability to work effectively with all types of public patrons
- Ability to sit or stand for extended periods of time
- Ability to bend and lift up to 50lbs
- Ability to follow detailed instructions and to be detail orientated

**Preferred qualifications:**

- 1-3 year public library experience and/or training which indicates possession of the required knowledge and abilities listed.
- 1 year of customer service

**Benefits**

**Starting Pay:** \$14.91 per hour and annual raises available

**Scheduling:**

- 4-5 hour shifts
- Rotating Tuesday & Saturday shifts
- Flexible scheduling