

We are currently hiring for the Librarian position. Please see the details below:

Job Requirements: Must have computer skills in social media applications, web browsers, typing, and Microsoft Office applications. Additionally, must have strong verbal communication skills and social interaction skills. High School Diploma/GED is required. Must have dependable transportation. Experience in a library setting a plus, but not required.

General Responsibilities

- Opening the library building in the mornings and closing the building at night per work schedule
- Assisting patrons with requests
- Cleaning and maintaining the library space (cleaning up after programming, watering the plants, etc.)
- Answering the phones
- Check the voicemail
- Communication with director and other staff about goings on in the library
- Assisting with program planning and administering programs
- Check the mail (if Director is not present)
- Maintain meeting room use calendar

Circulation Duties

- Staff the circulation desk
- Check in and check out items for patrons
- Assist patrons in searching for items and filling hold requests
- Call patrons when their holds arrive
- Set aside items in need of repair and notify Director
- Empty the book drop
- Fulfill the Polaris request manager daily
- Keep record of patrons who use the library and update computer use log
- Shelving

Collection Duties

- Processing new materials for the collection
- Accepting and sorting donations
- Completing inventory maintenance tasks (shelf-reading lists, etc.)
- Labeling and applying book protection to new materials
- Document patron recommendations on the purchase request order form
- Make collection material recommendations

Personnel Duties

- Train and assist library volunteers
- Attend weekly meetings with the Library Director and other staff
- Attend 6 month evaluations
- Additional duties as assigned by the Director/Assistant Director

Job Type: Part-time

Salary: \$15.00 per hour

Benefits:

- Paid time off
- Professional Development Assistance

Schedule:

- Day and Evening shifts
- Weekend availability