

## LIBRARY ASSISTANT

### INTRODUCTION

The Fayetteville-Lincoln County Public Library seeks an energetic, tech-savvy, and forward thinking individual for our Library Assistant position. Our new colleague will perform routine circulation desk procedures, answering reference and readers' advisory questions, and helping patrons with computers when needed.

This position is part-time with 15 hours per week. Compensation is \$12.00 per hour. **Must be able to work a variety of opening and closing shifts.** Flexibility in scheduling is necessary. Due to the part-time nature of this position and ongoing library programs, weekly schedule will vary. Availability on Saturdays 2-3 times a month is required.

### DUTIES AND RESPONSIBILITIES

Duties & Responsibilities include, but not limited to:

#### **1. Circulation Desk**

- Assist patrons with checking in/out of all library items using computer and online library system
- Collect any overdue fines
- Issues new library cards to patrons and updates existing accounts
- Create displays, flyers, and other advertising/informational materials
- Scan, print, fax, and copy documents for patrons as needed
- Reserve library materials per patron request
- Process inter-library loan requests when materials are needed that are not owned/located within the library
- Keep receipt book for circulation monies collected
- Check email and respond to requests accordingly
- Check book drop and check in/clean book items daily

#### **2. Other**

- Shelve, organize, and front (align) collection items according to classification
- Assist patrons in finding desired information in reference books, non-fiction books, and genealogy books
- Receive donations and memorial requests from patrons, ensuring that these requests are given to the director
- Conduct opening and closing procedures
- Conduct announcements throughout the day
- Provide routine maintenance and cleaning as needed
- Assist with library programming as needed

#### **3. Participate in other library activities and perform other duties as assigned by the director**

### QUALIFICATIONS:

#### **Knowledge, Skills, Attributes, and Abilities**

- Ability to think quickly, handle interruptions, maintain self-control, and adapt to stressful situations with children, teens, and adults
- Ability to manage multiple projects at one time, take initiative, and self-impose deadlines
- Excellent written and oral communication skills. Working knowledge of MS Office and adept at internet searching; comfortable with commonly-used social media. (Knowledge of Canva is a plus.)
- Knowledge of, or ability to learn, about current library technologies and electronic resources; library catalog software; other software or apps as they become appropriate
- Interested applicant should be flexible, outgoing, creative, self-motivated, and possess a positive attitude.

## **JOB REQUIREMENTS**

- Valid driver's license and reliable transportation
- Ability to lift at least 35 pounds and push fully loaded carts of library materials as well as being able to climb ladders and stairs
- Ability to establish and maintain effective working relationships with library patrons, staff members, and other professionals in the community
- Conveys self in professional manner and maintains neat personal appearance.

## **EDUCATION AND EXPERIENCE**

- High school diploma or equivalent is required.

## **TO APPLY:**

To apply, please submit a cover letter and resume with three professional references to Meghan Murr at [director@flcpl.org](mailto:director@flcpl.org). Interested individuals may also submit a cover letter and resume directly at the library.