



Library Assistant (Part-Time)

Franklin County Library is recruiting for a part-time, Library Assistant at the Bunn Library location. An employee in this class provides customer service and clerical work at the circulation desk assisting the public at the Library. Work includes checking books or other media in and out, assisting patrons in locating books, typing, filing, issuing library cards, collecting fines, shelving books, preparing materials for programs and displays, and assisting patrons in the use of catalogues, computers, audio-visual and other equipment. Work involves accuracy and significant public contact. Work requires employees to be tactful and courteous. Work is performed in an inside environment under regular supervision; other technical and professional employees are available to assist with unusual questions or situations. Work is evaluated for customer service effectiveness and accuracy of work activities through daily observations, discussions, and review of completed work.

Duties and Responsibilities:

- Instructs patrons on how to use books, equipment, film, and video equipment as needed; checks materials in and out; empties book drops; provides general assistance to patrons in reader's advisory, general reference and on location of various library materials.
- Registers patrons for borrower's cards.
- Computes and collects overdue fines and costs for lost or damaged books and other materials or videos, etc.; makes change; checks for reserved books, videos, and audio cassettes.
- Organizes books and materials for return to shelves; examines condition and sets aside ones requiring mending and repair; sorts by number for shelving; shelves books and videos; keeps magazines on rack up to date; straightens books and materials on shelves.
- Instructs patrons in the use of the catalogue and index, computer operation, and microfilm and microfiche readers and copiers; refills printers; receives faxes.
- Answers telephone and provides information, transfers calls or takes messages; reserves books and materials for patrons as requested.
- Assists in keeping circulation desk area and other library areas neat and orderly; orders supplies.
- Performs related tasks as required.

Knowledge, Skills and Abilities

- Working knowledge of library procedures, methods, materials, and practices.
- Working knowledge of computers, audio-visual equipment, and other equipment in the library, and ability to use them in the performance of duties.
- Working knowledge of the circulation, reader's advisory, and basic library procedures.
- Some knowledge of the theory and objectives of a public library system.
- Ability to establish and maintain effective working relationships with employees, volunteers, and patrons.
- Ability to perform a variety of tasks with frequent interruptions.

Desirable Education and Experience:

High school diploma supplemented by courses in office practices and moderate related clerical experience including some experience working with the public in a library; or equivalent combination of education and experience.

Special Requirement:

Must possess a valid North Carolina's Driver's license upon hire.

Work Location: Bunn, NC

Salary Range: \$11.14 per hour (< 20 hours per week)

Closing Date: Open Until Filled. Applications will first be reviewed August 27, 2021.

How to Apply: Visit <https://www.franklincountync.us/employment-opportunities/employment-center> to complete an electronic application or to obtain a printable application.

Franklin County is an Equal Opportunity Employer.

The County prohibits discrimination based on race, sex, color, creed, national origin, age or disability.

Pre-Employment Drug Screen and Criminal Background Screening are required.