

Job Title: LIBRARY ASSISTANT
Hiring Salary Range: \$10.92 per hour
Appointment Type: Part-Time (20 hours/week)
Location: Franklin County Library System (location varies)
Posting Date: September 22, 2020
Closing Date: October 16, 2020



Attention Applicants:

To apply, submit a **FRANKLIN COUNTY APPLICATION** to Franklin County, Attn: Human Resources, 113 Market Street, Louisburg, NC 27549 by 5:00 p.m. on the closing date. Resumes are not accepted in lieu of County applications. A separate application is required for each position for which you want to apply.

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.

Essential Duties and Tasks

Instructs patrons on how to use, books, equipment, film, and video equipment as needed and 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 Training 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.

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.