

JOB TITLE: Library Assistant / Technical Processing

HOURS: 17 – 20 hours – Includes evenings and one weekend every month

Salary \$15.00/hour

Position Description:

- Perform cataloging services using Book Systems, the library's automated system.
- Maintain an accurate up-to-date database of library holdings
- Physically process items being added to or withdrawn from the collection
- Maintain the library collection, including weeding and inventory
- Provides assistance at the circulation desk
- Assist customers in person and by phone
- Performs other special duties as needed.

Requirements:

- High School Diploma or equivalent
- Excellent customer service and teamwork skills
- Professional and friendly manner
- Computer and Internet proficiency
- Able to work a flexible schedule
- Ability to multi-task
- Library experience preferred but not required