

# TOWN OF FARMVILLE

PO Box 86 / 3672 North Main Street  
Farmville, North Carolina 27828-0086  
OFFICE: 252-753-5774 / FAX: 252-753-2963

## Adult Services Library Assistant

**POSTED: Internal/External**

**POSTING DATE: April 1 – 15, 2019**

**SALARY: \$28,312.96**

**DEPARTMENT: Library**

### **Basic Function and Job Requirements**

Under general supervision, performs paraprofessional duties for adult services of the Farmville Public Library. Provides customer service to library patrons by conducting research of reference materials, library information systems, and catalogs; provides information pertaining to library resources and equipment; provides one-on-one instruction to customers. Reports to the Library and Cultural Resources Director.

### **Illustrative Examples of Work**

- Provides library services at adult circulation/reference desk; registers patrons; checks materials in/out.
- Assists library patrons with the use of library computers and related technology and equipment; troubleshoots minor computer and related peripheral issues.
- Provides information assistance such as locating information via online or print, reader's advisory service.
- Obtains books/materials and sends books/materials to other libraries; provides packaging/shipping duties.
- Processes financial transactions according to Library policy.
- Develops and presents programs for adults, occasionally for youth; publicizes those programs.
- Assists with collection development; recommends materials for purchase & assists with deselection process.
- Documents statistics related to customer service and library duties with accuracy.
- Performs related work as assigned.

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

- Principles & practices of providing library services in the circulation of books, reference services, cataloging.
- Library terminology and related professional languages used within the Department.
- Methods, procedures, policies of the Town of Farmville as such pertains to the essential duties.
- Working knowledge of the library standards, pertaining to essential duties and work responsibilities.
- Working knowledge of the organization of the Library.
- Computer processes, including the ability to navigate library databases and electronic resources.
- Establish and maintain effective working relationships with employees and patrons.
- Effectively communicate in oral and written form and deal tactfully and courteously with the public.

### **Experience, Education and Training**

Requires Associate's Degree in Library and Information Technology or related degree. At least two (2) years of library assistant experience or an equivalent combination of education/experience providing the necessary competencies

### **SPECIAL REQUIREMENTS**

Must be 18 years of age or older. Valid identification card. Drug test & criminal background check required. Valid NC Driver's License preferred.

Applications, along with resumes, will be accepted at Farmville Town Hall until 5:30pm on April 15, 2019.

You may download our application from the web at [www.farmvillenc.gov](http://www.farmvillenc.gov).

The Town of Farmville is an Equal Opportunity Employer.

If you have questions concerning this position, call 252-753-5774 or email [cthomas@farmvillenc.gov](mailto:cthomas@farmvillenc.gov),  
Monday through Thursday, 7:30 am – 5:30 pm. Friday, 8 - 12

NOTE: Town employees interested in applying for posted vacancy may submit an application to Town Hall.