

TOWN OF FARMVILLE

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

Library Assistant Part-Time

POSTED: Internal/External

POSTING DATE: June 3-13, 2018

SALARY: \$10.00/hour

DEPARTMENT: Library

Basic Function and Job Requirements

An employee in this class will work public service desks providing comprehensive patron services including checking materials in and out, answering patron questions and helping patrons find materials. There will be additional duties related to library specific tasks. The schedule for this part time position includes regularly scheduled evening and Saturday hours and may change based on the needs of the library

Illustrative Examples of Work

- Interprets and applies library policy
- Provides basic direction, information and instruction to patrons on all of the library's services/ technology
- Troubleshoots basic computer hardware and software issues
- Issues and maintains patron library cards
- Collects fines and fees and maintains accurate records of same
- Checks materials in and out, clears book drop, and assists with hold requests
- Assists in maintaining the appearance of the library
- Shelves print and non-print materials when needed
- Assists with opening and closing the library including ensuring the building is secure
- Monitors patron use of the library
- Performs related work as assigned

Knowledge, Skills, and Abilities

- Ability to deal tactfully, courteously, and effectively with the public and other employees
- Ability to operate computers, word processing software, telephones, photocopiers and other technology
- Ability to learn library system procedures
- Ability to assist patrons in locating areas of the library collection pertinent to their needs
- Ability to file alphanumerically

Experience, Education and Training

Requires high school diploma or GED, preferably supplemented by two years of college and/or two years of applicable experience.

SPECIAL REQUIREMENTS

Must be 18 years of age or older. Drug test and criminal background check required.

Applications will be accepted at Farmville Town Hall until 5:30pm on June 13, 2019.

You may download our application from the web at 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,

Monday through Thursday, 7:30 am – 5:30 pm. Friday, 8 – 12 noon.

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