

## **Richland Community Library**

### **EMPLOYMENT OPPORTUNITY**

*Circulation Desk Clerk/Patron Services Assistant*

(Part-Time Position: 20-25 hours per week)

**Application Deadline: October 22, 2021**

If you enjoy providing a valuable service in a great small town, working as part of a team, and joining an institution beloved by its community, this is the job for you!

**POSITION DESCRIPTION:** Responsible for performing routine clerical work in a library and providing basic support services to patrons. Duties include, but are not limited to:

- Providing excellent service to library patrons.
- Working with patrons and materials at the Library Circulation desk; assisting patrons with computer, printing, faxing/copier, and other general questions.
- Answering phones.
- Sorting and shelving library materials.
- Checking shelves for accuracy.
- Maintaining the welcoming and orderly appearance of the library.
- Performing other duties as assigned.

#### Working Conditions

Part-time position (20-25 hours per week) evenings and weekends (Saturdays) required. Library is closed on Sundays and Mondays.

#### Compensation

Salary ranges from \$11.00 per hour +, depending on education and experience.

#### Knowledge and Abilities Required

- Ability to communicate positively with customers and staff in a cheerful manner
- Strong attention to detail, with excellent organizational skills
- Demonstrated interest in working with children and adults
- Experience with social media tools
- Experience with applications software (e.g. Excel, Word, and Publisher)
- Willingness to learn new technology, including library technologies
- Must be confident, personable, and a team player
- Must display initiative and problem-solving skills
- Ability to responsibly manage petty cash and cash register
- Some post-secondary education

#### Knowledge and Abilities Preferred

- Library experience strongly preferred
- Experience developing and distributing promotional materials, both in print and electronic formats\*
- Familiarity with the Dewey Decimal System
- Experience with automated library circulation systems

\*Possibility of advancement available for candidates with experience in developing and distributing promotional materials

Please submit a cover letter and resume to Main Circulation Desk at the Library or e-mail documents to the Library Director at [kmccconnell@richlandlibrary.org](mailto:kmccconnell@richlandlibrary.org). [Application here.](#)