

Shaw Public Library Assistant

Overview: The Shaw Public Library is seeking a Library Assistant to work within our circulation desk on a part-time basis. The days/hours are as follows: Wednesdays 1:30pm-5pm, Fridays 10am-5pm, one alternating Saturday per month 10am-1pm, although subject to change as needed. We are looking for a responsive and energetic individual with excellent customer service skills to serve patrons and visitors to the Shaw Public Library.

Description: This position is responsible for working in the Circulation area of the library and performing all the functions associated with that area. The primary responsibility of this position is assisting patrons within the circulation area but may extend to other areas of the library as needed. One must possess excellent customer service skills and the ability to perform all duties of the position effectively and in a professional manner.

Responsibilities: Greets and assists patrons in the circulation area (locating materials, sourcing materials, answering general questions, assisting with printing and computer use, processing ILL requests, etc.). Other duties and not limited to the following:

Assists with patron questions via phone.

Shelves and organizes collections.

Empties, processes and shelves materials from the book drop box.

Opens and closes library following proper procedures depending on shift.

Informs patrons of library conduct and borrowing policies as needed.

Performs all procedures regarding materials (check-out, check-in, etc.).

Processes new library cards.

Notifies patrons when materials on hold are received.

Processes Pull lists for van delivery.

Maintains proper paperwork for van delivery/borrowing/lending.

Maintains patron count using ticker and daily statistics list.

Assists authors and presenters with projector system/sets up seating for events.

This position is an hourly position with earned paid leave time available. If you are interested in this position, please stop in at the Greenville Town Office for an application.

Applications and resumes will be accepted until a qualified candidate is found.

The Town of Greenville is an equal opportunity employer.