Job Description
Position Title**:** Library Assistant, Part Time

General Summary: To provide exemplary customer service to all library patrons.

Essential Job Duties:

- Greets and assists Library users in the circulation area employing effective customer service skills
- Performs general circulation routines as appropriate; check-in, check-out, and renewal of materials
- Processes applications for and issues new Library cards following appropriate procedures
- Assists patrons in locating library materials, including reader's advisory, Interlibrary loan and new materials requests
- Assist patrons with the use of public access computers and electronic reading devices
- Informs Library users of the status of their Library records
- Processes overdue materials, including collection of fines/fees and petty cash transactions
- Informs Library users of Library Conduct and Borrowing Policies, enforcing them when appropriate
- Keeps a neat and orderly front desk area at all times
- Attend staff workshops and meetings
- Other responsibilities and duties as assigned

Job Requirements:

- Must possess High School diploma or equivalency.
- Must be able to work evenings and weekends.
- Must possess or learn excellent customer service skills.
- Must be able to learn library procedures and library computer system.
- Must be able to type and be proficient in use of computers
- Ability to understand and follow written and oral directions.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- All employees are required to participate in our payroll direct deposit program.
- Knowledge of modern office equipment and software preferred.

Essential Physical Job Requirements:

- Clarity of speech and hearing which permits the employee to communicate effectively with the supervisor and other employees.
- Vision which permits the employee to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.
- Manual dexterity which permits the employee to operate a keyboard and any other assigned equipment to process library materials.

- Personal mobility which permits the employee to monitor and perform assigned library operations, and to attend Library district, community, and public meetings at various locations.
- Lift up to 40 pounds, push and pull carts weighing up to 200 pounds, bend, stoop and reach shelving from floor level to 6 feet high, and stand or walk for at least 1 hour at a time.
- Tolerance for dust and mold which permits the employee to work with books and other library materials as well as work in older buildings.

Hours: Part-time/Hourly position, approximately hours per week varies by branch location. Some evening and weekend hours are required.

Salary: $18.28 per hour

Scenic Regional is an Equal Opportunity Employer (EOE). It is the policy of Scenic Regional to extend equal opportunity to all qualified staff members and applicants for employment without respect to race, color, religion, national origin, Scenic Regional status, veteran status, sex, age, disability, or any other protected class under the law.

Scenic Regional does not condone and will not tolerate discrimination, intimidation, or harassment based on these factors, and sexual harassment is prohibited whether directed toward women or men. Such conduct will subject the employee to disciplinary action, up to and including immediate termination.

In all hiring and employment practices, Scenic Regional makes every effort to ensure that it does not discriminate against employees and applicants. This policy addresses Scenic Regional's commitment to providing equal opportunity employment for all employees and applicants and to promoting diversity in the workplace.

Scenic Regional will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.