

Houston County Public Library System

Part-Time Circulation Assistant

Multiple Branches

Position open until filled

19 hours per week

\$7.75 per hour

Not eligible for medical benefits

Eligible for vacation and sick leave

Houston County Public Library is seeking an energetic, self-motivated, and team oriented employee. Candidates must have excellent customer service skills, communication skills via in-person, phone and email, and be detail oriented. Candidates must employ good computer skills, organizational skills, problem solving skills, and work a flexible schedule.

The employee will work with the public on a daily basis by answering phones, patron questions, and assisting patrons in using library resources and materials. Candidates must have earned a high school diploma or GED certification. Library experience preferred. Some nights and weekends are required.

Duties for this position include, but are not limited to: checking library materials in and out; keeping statistical records; completing monetary transactions effectively; registering patrons for library cards; assisting with story time and other activities for children; promoting library events and programs; providing reader's advisory; providing basic computer help. Candidate should have working knowledge of the Dewey Decimal System.

ESSENTIAL PHYSICAL SKILLS:

- Must be able to move from one area to another quickly.
- Must be able to reach arms above head.
- Must be able to kneel, sit and squat.
- Must be able to push and pull book trucks weighing up to 100 pounds.
- Must be able to lift and carry piles of books weighing up to 25 pounds.
- Must be able to stand for up to 6 hours at a time.

Please email resume and letter of interest to jobs@houpl.org.