

Highland City Library seeks friendly and creative **LIBRARY ASSISTANT** to support the activities of the library by assisting the librarian following established policies and procedures.

Responsibilities:

- Provide input and suggestions for collection, budget, long range plan, outreach programs, fundraising and services and other areas as assigned
- Provides excellent customer service
- Checks materials in and out, issues new accounts, notifies patrons of overdue accounts with tact and diplomacy; answers reference and directional questions using print or online resources; accepts interlibrary loan requests
- Assists with storytime and other library programs as needed; Suggests programs based on perceptions and patron suggestions; may be asked to plan and carry out occasional programs
- Accepts payments for fines and lost or damaged materials; provides receipts for patrons; balances cash drawer at end of day; makes change for patrons as needed
- Provides instruction to library patrons for automated system, databases, computers and other technology
- Assist processing of library materials and identifying incorrect data
- Shelves and maintains material collection

Qualifications

- High School degree required
- Basic computer skills required
- Outstanding verbal and written skills preferred
- Minimum of 6 months customer service

Salary: \$9.00 per hour. Position is a 4-day 16-hour work week (including Saturdays) without benefits. Highland City does not deduct Social Security but deposits that amount into a 401K or 491 plan.

Application: Submit Highland City job application. Application packets should be submitted to the library by 6:00 P.M. August 5, 2010. Due to the number of applications received, only applicants that are selected for interviews will be contacted. Applications without signed alcohol/drug testing consent will not be considered. Resumes may be submitted but should be in addition to employment application and consent form.

The mission of the Highland City Library is to provide all residents with access to information that educates, inspires, and entertains; programs that foster a love for reading and lifelong learning; a gathering place that creates a sense of community and enhances the quality of life.