



Job Vacancy Notice

Position: Library Assistant, Step 1
Location: Loranger Branch Library
Appointment: Full-time
Weekly Hours: 35 hours per week
Hourly Pay Rate: \$11.01

Qualifications: Must possess a high school diploma, as well as customer service and computer skills. Must be able to relate well and communicate effectively with all staff and members of the public. Must be able to type accurately.

Job Summary: This is the entry level user service position in the library. The employee performs a variety of clerical and basic library tasks under direct supervision at the circulation desk and other areas of the library as needed.

Requires Monday through Saturday hours. Must be able to work flexible hours.

Primary Duties:

- To possess a thorough knowledge of books and authors and the ability to relate this knowledge to the public.
- To communicate in a friendly, effective, and professional manner with other staff and the public.

Branch Duties:

- Greet patrons and offer assistance.
- Assist patrons in search for library materials, use of library patron computers, and internet searching, etc.
- Assist patrons with photocopy machine, fax machine and other library equipment.
- Check in and check out books and other library materials on the computer.
- Enter data into computer.
- Perform routine clerical duties in the circulation area and other departments as needed: typing, filing, answering phone and routing calls, sorting of mail, etc.
- Shelf books and other library materials.
- Assist in maintaining the order of book shelves, etc.
- Run routine errands.
- Perform other duties as assigned.
- Represent the library positively at all times.

If you are interested please email Bianca Roberts at broberts@tangilibrary.com by the end of the day Wednesday, January 18, 2023.

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