

PUBLIC SERVICE ASSISTANT
Part-time position available at Chapin (Petersburg)

Class: LA3
Status: Non-Exempt

Boone County Public Library is seeking a dynamic, motivated individual for the position of Public Service Assistant. Under the general direction of the Branch Manager, the Public Service Assistant is responsible for specialized tasks related to assisting customers with the use of library materials and services. The Public Service Assistant interacts extensively with the public and with other staff members. This part-time (15-20 hours per week) position will work days, nights and an occasional weekend.

RESPONSIBILITIES

- Perform all general circulation functions including check out, customer registration, answering the telephone, calculating fees
- Assist customers with locating materials and using library resources and equipment
- Answer questions, in person, by telephone, regarding customer accounts, library programs and services, and library policy and procedure
- Sort and shelve library materials; maintain neatness in shelf areas and in public seating areas
- Monitor supplies inventory; requisition supplies
- Perform clerical duties including filing, word processing, recording statistics, database management, and processing magazines and newspapers
- Prepare reports and compile statistics reflecting branch activity
- Transport library materials, supplies, etc from Chapin to Main
- Perform basic maintenance tasks such as sweeping, dusting, emptying trash.
- Perform related duties as assigned

EDUCATION AND EXPERIENCE REQUIREMENTS

High school diploma or GED
3 years significant experience in library work or related field

OTHER REQUIREMENTS

Ability to deal tactfully and effectively with the public and with other staff members
Ability to work under minimal supervision
Ability to communicate effectively verbally and in writing
Ability to do repetitive tasks with speed and accuracy
Ability to adhere to prescribed routines
Proficiency with computers, the Internet and various software programs
Ability to understand and follow verbal and written instructions

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PHYSICAL DEMANDS

Light to medium work [lifting, pushing or pulling 20-50 lb. maximum]

Reaching, bending, kneeling and crouching to retrieve and replace library materials, to pack and unpack boxes

Movement throughout the facility locating/retrieving materials and assisting users

Handling and manipulating library materials for 4-8 hour shifts

Fingering book pages, cards, forms, etc

Operating computer and office equipment

Visual acuity sufficient to identify materials on shelving up to 90 inches in height and to read primarily typed or printed text in a variety of type sizes

Compensation

\$11.60 per hour, approximately 15-20 hours per week

Applications received prior to July 31, 2017 will receive first consideration.

If you have the qualifications for this position, send cover letter, application and resume to:

Human Resources Manager
Boone County Public Library
1786 Burlington Pike
Burlington, KY 41005
E-mail: jobs@bcpl.org
Fax 859-689-0410