

PUBLIC SERVICE ASSISTANT

Part-time position available at Chapin (Petersburg)

Class: LA3
Status: Non-Exempt

Boone County Public Library is seeking a motivated individual with a positive attitude 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 position (16 hours per week) will work Tuesdays and Wednesdays from 2pm to 7pm and Thursdays 1pm to 7pm.

As a Public Service Assistant, a typical day may include the following...

- 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
- Perform basic maintenance tasks such as sweeping, dusting, emptying trash.
- Perform related duties as assigned

This job maybe a good fit for you if you have...

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 4-6 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

What we have to offer...

\$13.60 per hour, approximately 16 hours per week

Positions available, however it will remain posted until filled.

If you have the qualifications for this position, send application, cover letter 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