

Library Services Assistant

Duties to be performed at all Pulaski County Public Library locations as needed, include:

- Operates the automated library integrated system for the circulation and holding of materials
- Performs shelving, mending, library services and readers advisory duties as assigned
- Assists patrons with library related services such as locating materials and accessing the Internet
- Answers the telephone and responds to email
- Performs housekeeping duties as needed
- Promotes intellectual freedom
- Assists Librarians or Library Director as assigned.
- Calculates and collects monies for fees due from library patrons

Qualifications

- High School Diploma, general clerical experience, good telephone skills and courteous customer service, strong written and oral communication skills

Required Skills

- This position requires strong interpersonal skills, respect and tact in dealing with library patrons and co-workers, flexibility in work schedule, and a positive work attitude. Work is performed under the close supervision of a Librarian I, who is available to answer questions.

(08/2011)