

# SHREVE MEMORIAL LIBRARY

## VACANCY NUMBER:

09/10-MO-1

### REVISED

**Library Assistant, Mooretown Branch Library**

**Part-Time, 11.5 hours/week**

**SUMMARY:** Under general supervision, this individual is responsible for a limited variety of tasks involving circulation, public service, and other various technical processes; performs related work as required.

### REQUIRED TRAINING AND EXPERIENCE

Must possess a high school diploma or equivalent.

### REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Ability to: (1) understand and follow written and oral instructions; (2) relate and communicate effectively with other employees; (3) use resourcefulness, tact and courtesy in dealing with library patrons; (4) type accurately and efficiently and use a computer.

### GENERAL DUTIES

- Charges, discharges and renews books and other library materials; assesses and collects fines; registers new patrons and updates registration records.
- Provides general assistance in Technology Center as needed.
- Shelves books; straightens books on shelves; reads shelves for proper order of books; searches for lost books and materials.
- Answers telephone; provides general information; refers patrons to proper department.
- Searches database; handles patrons' holds for materials.
- Performs other necessary duties as required.

### PRESENT SCHEDULE [subject to change without notice]

#### **Fall/Winter/Spring Hours:**

Monday: 4:30 p.m. – 8:00 p.m.

Saturday: 9:00 a.m. – 6:00 p.m.

#### **Summer Hours**

Monday: 3:30 p.m. – 7:00 p.m.

Saturday: 9:00 p.m. – 6:00 p.m.

### APPLICATION DEADLINE

*Applications accepted until position is filled*

### STARTING DATE

*January 2, 2010*

### SALARY

*\$9.40/hour*

**CONTACT:** *A Shreve Memorial Library application must be submitted to be considered for a position; applications are available at all SML locations or at the Library's website at [www.shreve-lib.org](http://www.shreve-lib.org). Send applications to Jennie Paxton, Associate Director for Human Resources, Finance & Administration, Shreve Memorial Library, P.O. Box 21523, Shreveport, LA 71120-1523.*

*Contact Rose Davis (636-5524) or Betty Cannon (226-4785), if you have questions regarding the position. A criminal background check and a drug screening are part of the pre-hire process. We do not discriminate on the basis of race, religion, color, sex, age, national origin or non-job related disability. Our facilities are non-smoking.*

*December 16, 2009, revised January 4, 2010*