

# SHREVE MEMORIAL LIBRARY

## VACANCY NUMBER:

09/10-WA-2

### REVISED

**Library Technician, Wallette Branch Library**

**Part-time, 20 hours/week**

**SUMMARY:** Under general supervision, this individual is responsible for a variety of work in the operation of an area of the library system, can function with occasional monitoring of work progress and work quality by the immediate supervisor and performs related work as required.

### **REQUIRED TRAINING AND EXPERIENCE**

High school diploma or equivalent, plus 30 semester hours of successful college course work or at least two years of paid, full-time customer service experience.

### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

Some knowledge of: (1) standard library principles, practices and procedures; (2) electronic and printed materials, resources and databases.

Ability to: (1) make decisions based on established policies as well as common sense; (2) use resourcefulness, tact & courtesy in dealing with library patrons; (3) relate & communicate effectively with other library employees; (4) understand & carry out complex oral & written instructions; (5) type accurately & efficiently & use a computer.

### **GENERAL DUTIES**

- Primary assignment in Circulation.
- Inventories library supplies for ordering.
- Charges, discharges and renews books and other library materials; assesses and collects fines; registers new patrons; updates registration records, and handles patrons' holds for materials.
- Provides reference/readers' advisory assistance; assists patrons in the selection of materials and the use of other library facilities and services; answers routine questions; takes interlibrary loan requests.
- Shelves books; straightens books on shelves; reads shelves for proper order of books; searches for lost books and materials.
- Assists public with computer applications; may teach computer classes.
- Maintains Library displays and bulletin boards.
- Performs other necessary duties as required.

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

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

Monday – Wednesday: 5:00 p.m. – 9:00 p.m.  
Saturday: 9:00 a.m. – 6:00 p.m.

#### **Summer Hours:**

Monday – Wednesday: 3:00 p.m. – 7:00 p.m.  
Saturday: 9:00 a.m. – 6:00 p.m.

### **APPLICATION DEADLINE**

*Applications accepted until position is filled*

### **STARTING DATE**

*Two (2) weeks after selection*

### **SALARY**

*\$10.14/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 Wyolanda Hall (318) 425-3630 or Bandana Mukherjee (318) 226-47974, 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.*