

SHREVE MEMORIAL LIBRARY

VACANCY NUMBER:

09/10-WS-4

REVSIED

**Library Technician, Children's Department, West Shreveport 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 Children's Department, but may assist in other departments as needed; performs children's services consulting with the Children's Librarian.
- Provides reference/readers' advisory assistance; assists patrons in the selection of materials and the use of other library facilities and services; assists patrons using computers; answers routine questions; takes interlibrary loan requests.
- Conducts or assists with children's/young adult's programming and school visits to the library.
- Charges, discharges and renews books and other library materials; assesses and collects fines; registers new patrons and updates registration records.
- Shelves books; straightens books on shelves; reads shelves for proper order of books; searches for lost books and materials; assists with displays and bulletin boards in the Children's area.
- Performs other necessary duties as required.

PRESENT SCHEDULE [subject to change without notice]:

FALL/WINTER/SPRINGS 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. Send applications to Jennie Paxton, Associate Director for Human Resources, Finance & Administration, Shreve Memorial Library, P.O. Box 21523, Shreveport, LA 71120-1523.*

Contact Audrey Manning (318) 635-0883 or Betty Cannon (318) 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.