

SHREVE MEMORIAL LIBRARY

VACANCY NUMBER:

10-BR-1

Library Technician, Reference Department, Broadmoor Branch Library
Part-Time, 15 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

Must possess a 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) relate and communicate effectively with other employees; (2) make decisions based on established policies and practices, along with common sense; (3) use resourcefulness, tact and courtesy in dealing with library patrons; (4) understand complex oral & written instructions; (5) be proficient on the computer with various software. Highly desirable: Basic to intermediate skills with Microsoft Word and the ability to search electronic databases.

GENERAL DUTIES

- Primary assignment in Reference Department, but may assist in other departments as needed.
- Provides references/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; assists patrons in the Technology Center.
- Assists with teaching public computer classes.
- Shelves books; straightens books on shelves; reads shelves for proper order of books; searches for lost books and materials.
- Assists in the preparation of reports and maintenance of records.
- Performs other necessary duties as required.

PRESENT SCHEDULE [subject to change without notice]:

Tuesday - Thursday: 9:00 a.m. – 1:00 p.m.

Friday: 9:00 a.m. - 12:00 noon

Will work some Sundays on a rotational basis, year-round

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 and at the library's website. Send applications to Jennie Paxton, Associate Director for HR, Finance & Administration, Shreve Memorial Library, P.O. Box 21523, Shreveport, LA 71120-1523.*

Contact Anil Deshpande or Maria Colón (318) 869-0120 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.

January 5, 2010