

# SHREVE MEMORIAL LIBRARY

## VACANCY NUMBER:

10-NS-1

**LIBRARY Technician, North Shreveport Branch Library**  
**Part-Time, 17 hours/week**

**SUMMARY:** Under general supervision, this individual is responsible for a variety of public service and technical duties in various phases of library operations, can function with occasional monitoring of work progress and work quality by immediate supervisor and performs related and other 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 and courtesy in dealing with library patrons; (3) relate and communicate effectively with other library employees; (4) understand and follow complex oral and written (5) type accurately and efficiently and use a computer.

### **GENERAL DUTIES**

- 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.
- Charges, discharges and renews books and other library materials; assesses and collects fines; registers new patrons and updates registration records.
- Assists the public with various computer applications; teach computer classes.
- 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 SCHEDULE**

Monday - Wednesday: 5:00 p.m. – 8:00 p.m.  
Saturday: 9:00 a.m. – 6:00 p.m.

#### **SUMMER SCHEDULE**

Monday - Wednesday: 4:00 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 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: [www.shreve-lib.org](http://www.shreve-lib.org). Send application to Jennie Paxton, Associate Director for HR, Finance & Administration, Shreve Memorial Library, P.O. Box 21523, Shreveport, LA 71120-1523.*

*Contact Teri Scully (674-8172) or Carlos Colón (226-5872) 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 facilities.*

January 28, 2010