

Library Assistant II - Circulation/YA at Anna Meyer
Min. hourly rate: \$10.1243 20-25 hourly weekly

Answers to: Branch Manager or Department Head

Nature of Work:

Under general supervision, responsible for providing customer service to the public
Some work with tweens and young adults

Essential Duties and Responsibilities:

Checking in/out materials
Registering patrons
Collecting fines and other library related fees
Place holds on materials for patrons
Answer phones
Identify and send in materials needing cleaning and repair
Prepare, promote and present programs for tweens and young adults.
Assist tweens and young adults with locating materials and reader's advisory
Other duties as requested

Required Knowledge, Skills and Abilities:

Ability to understand and follow oral and written instructions
Ability to deal effectively with co-workers and the public
"Frontline" public service skills
Basic computer skills
Ability to operate office and other equipment relative to library functions

Physical Requirements:

Work is performed in an office environment and requires sitting, standing and stooping walking and lifting of objects weighing less than 25 lbs.; may require lifting objects weighing in excess of 25 lbs. occasionally.
Common abilities such as mobility and dexterity

Required Qualifications:

High school diploma or equivalent
Some experience working with young people preferred

The above statements are intended to describe the general nature and level of work for this position and are not presented as an exhaustive list of all job duties of the position.

The Ouachita Parish Public Library is an equal opportunity and an At-Will employer.
A criminal background check and a drug screening are part of the pre-hire process

FLSA STATUS: NON-EXEMPT