Library Assistant I - Circulation @ Louise Williams Branch **Internal posting: 12/14/21**
Part- time – 25 hours per week **Website posting: 12/17/21**
Beginning hourly rate: $9.4070

Answers to: Branch Manager

Nature of Work:

Under general supervision, responsible for providing frontline customer service to the public

Essential Duties and Responsibilities:

All duties of the Page position in addition to:
Check in/out materials
Register patrons
Collect fines and other library related fees
Place holds on materials for patrons
Answer phones
Identify and send in materials needing cleaning and repair
Answer general questions and assist patrons in locating materials
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, using Windows environment
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

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

6/7/13