

Assistant I - Circulation @ Searcy
Part – Time: 25 hours per week
Beginning hourly rate: \$9.4070

Internal posting: 12/1/2023
Website posting: 12/4/2023

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