

## **Part-Time Library Assistant Position**

For Sterlington and West Monroe Branch

**Minimum 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:**

Checking in/out materials

Patron Registrations

Collecting fines/fees

Place holds on materials for patrons

Answer phones

Identify and send in materials for cleaning and repair

Assist patrons with basic reference and informational queries

Other duties as requested

**Obtain basic working knowledge of all aspects of the Branch and assist co-workers as needed.**

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Ability to understand and follow oral and written instructions

Ability to deal effectively with co-workers and the public

Basic computer skills including working in a windows environment

Ability to operate office and other equipment relative to library functions

Function as a Team-Player with co-workers and assist in all areas of the Branch as needed

### **PHYSICAL REQUIREMENTS**

Work is performed in an office environment and requires sitting, standing, 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.**

**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

6/17/13