

## **Ashe County Public Library**

### **Adult Services Assistant – Temporary, Part Time**

*Would you like to work in a small, beautiful library located in the North Carolina mountains? Do you believe in the public library as the people's university, a third space, and a vital resource for all members of a community? We are seeking a candidate possessed of relevant practical and educational experience who is keen to develop a solid foundation in the principles of library science and passionate about serving children and families in our community through the provision of library materials, programs, and services.*

**DATE LISTED:** May 29, 2024

**CLASS TITLE/JOB TITLE:** Library Assistant IV / Adult Services Assistant – Temporary, Part Time

**LIBRARY:** Ashe County Public Library

**CITY:** West Jefferson, NC

**HOURS & STARTING SALARY:** hours may vary between 10 and 20 per week at \$11.15 per hour

#### **QUALIFICATIONS**

Graduation from high school, preferably supplemented by two years of college and two years of applicable experience.

**DUTIES:** An employee in this position assists the Adult Services Manager in organizing, promoting, and implementing the public library's program of services for teens and adults.

**EXAMPLES OF WORK:** Provides reference and readers' advisory services; assists patrons with technology; provides desk coverage; assists with special projects for the Adult Services Department as assigned

**SELECTED KNOWLEDGE, SKILLS, AND ABILITIES:** Ability to deal tactfully, courteously, and effectively with the public and other employees; ability to use computers for both internal and external projects and information; proficiency with Microsoft Office 365, Google Drive, Constant Contact, Canva, and various social media platforms; effective verbal and written communication skills; ability to set priorities and meet deadlines; general knowledge of reference tools, both in print and online; ability to prepare materials for library-sponsored programs for teens and adults; considerable knowledge of all types of library materials and procedures.

**TO APPLY:** Please send cover letter, resume, and three professional references to Laura McPherson at [lmcperson@arlibrary.org](mailto:lmcperson@arlibrary.org)

**CLOSING DATE:** This position is open until filled.