ASHE COUNTY PUBLIC LIBRARY

Ashe County Public Library
Circulation Assistant – Part Time

Would you enjoy providing high-quality service to each person who walks into the library? Do you have the ability to complete tasks in a timely fashion with a positive attitude and a commitment to individual and team improvement? We are seeking a candidate with a background in customer service or a related field who enjoys interacting with patrons to help them find library materials and information to meet their needs.

DATE LISTED: September 19, 2023

CLASS TITLE/JOB TITLE: Library Assistant III / Circulation Assistant

LIBRARY: Ashe County Public Library

CITY: West Jefferson, NC

STARTING SALARY/HOURS: $10.42 per hour / 19 hours per week

QUALIFICATIONS: High school diploma and previous customer service work experience required; some college and/or Spanish language proficiency desirable

DUTIES: An employee in this position performs a variety of circulation tasks that require attention-to-detail and a high level of accuracy.

EXAMPLES OF WORK: Checks materials in and out; assists patrons with self-checkout; creates and updates library accounts; helps patrons locate materials in the local library as well as through the consortium, databases, and other online resources; places and manages holds for patrons; reads shelves to ensure materials are in the proper order; notifies patrons regarding overdue and held items; collects fines and fees; shelves materials; answers and directs calls; provides patrons with information regarding library programs and services; other duties as assigned

SELECTED KNOWLEDGE, SKILLS, AND ABILITIES: Deal tactfully, courteously, and effectively with the public and other employees; possess effective verbal and written communication skills; use computers and learn computer systems; bend, lift, stoop, and carry; learn and follow established routines, policies, and procedures

TO APPLY: Send cover letter, resume, and references to Laura McPherson at lmcpherson@arlibrary.org

CLOSING DATE: This position is open until filled.