

Wilkes County Public Library

215 Tenth Street, North Wilkesboro, NC, 28659

LIBRARY ASSISTANT- PART-TIME

DATE LISTED: January 17, 2025

CLASS TITLE / JOB TITLE: LIBRARY ASSISTANT IV/ Library Assistant

LIBRARY: Wilkes County Public Library

CITY: North Wilkesboro, NC

STARTING SALARY/HOURS: \$11.15per hour / 18 hours per week

STATEMENT OF DUTIES AND RESPONSIBILITIES

An employee in this position assists all library departments in providing services to library patrons. The primary function of this position is to provide desk coverage and other assistance as needed to allow each department to maintain consistent, excellent service at all times. This position requires an understanding of the workflows of each library department and the ability to adapt to these workflows, often in the course of a single shift.

EXAMPLES OF WORK

1. Maintains an awareness of relevant policies and procedures for all library departments
2. Performs circulation functions, including shelving materials
3. Provides ready reference and readers' advisory services
4. Provides information about library services, programs, and collections
5. Assists the County Librarian with special projects as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Ability to deal tactfully, courteously, and effectively with the public and other employees

Ability to use a computer, tablet, and other mobile devices to assist patrons

Ability to learn complex processes, procedures, and policies and implement them with a high degree of accuracy

Ability to work well independently and in a team setting

Possession of a valid driver's license

EXPERIENCE, EDUCATION, AND TRAINING

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

Previous customer service experience is desirable.

Return a Cover Letter and Resume via email to:

Suzanne Manners

SMoore@arlibrary.org

CLOSING DATE: This position is open until filled.