

DATE LISTED: 09/18/2020

TITLE/CLASS: Adult Services Assistant (Library Assistant IV)/Grade 5

Location: Wilkes County Public Library, North Wilkesboro, NC

SALARY: \$10.67 per hour / 12 hours a week

STATEMENT OF DUTIES AND RESPONSIBILITIES

An employee in this position assists the Adult Services Manager with the library's services for adults in the county. The primary function of this position is to provide a first point of service to patrons visiting or calling the library. Duties involve assisting patrons in the computer lab, circulating materials, helping patrons navigate the catalog, and other tasks as assigned.

EXAMPLES OF WORK

1. Provides assistance in the use of computers in the library's lab
2. Provides ready reference and readers' advisory services to adults
3. Performs circulation functions
4. Assists the Adult Services Manager 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
Ability to learn library system procedures
Ability to assist patrons in locating areas of the library collection pertinent to their needs

EXPERIENCE, EDUCATION AND TRAINING

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

AVAILABLE: October 26, 2020

APPLY BY: Apply by October 12, 2020

TO APPLY:

Please specify which position and location you are applying for. Email resume and cover letter to: HRWilkes@arlibrary.org