

Richland Community Library  
EMPLOYMENT OPPORTUNITY

Circulation Desk Clerk/Patron Services Assistant  
(Part-Time Position: 15-20 hours per week)

**Application Deadline: September 20, 2016**

If you enjoy providing a valuable service in a great small town, working as part of a team, and joining an institution beloved by its community, this is the job for you!

**POSITION DESCRIPTION:** Responsible for performing routine clerical work in a library, providing basic support services to patrons. Duties include, but are not limited to:

- Providing excellent service to library patrons.
- Working with patrons and materials at the Library Circulation desks; assisting patrons with computer, printing, copier and other general questions.
- Answering telephones.
- Sorting and shelving library materials.
- Checking shelves for accuracy.
- Maintaining the welcoming and orderly appearance of the library.
- Performs other duties as assigned.

Working Conditions

Part-time position (15-20 hours/week); evenings and weekends (Saturdays) required. Library is closed Sundays and Mondays.

Compensation

Salary ranges from \$9.00-\$11.00 per hour, depending on education and experience.

Knowledge and Abilities Required

- Ability to communicate positively with customers and staff in a cheerful manner
- Strong attention to detail, with excellent organizational skill
- Demonstrated interest in working with children and adults
- Experience with social media tools
- Experience with applications software (e.g. Excel, Word and Publisher)
- Willingness to learn new technology, including library technologies
- Must be confident, personable, and a team player
- Must display initiative and problem-solving skills
- Ability to responsibly manage petty cash and cash register
- High School Diploma or equivalent

Knowledge and Abilities Preferred

- Library experience strongly preferred
- Some post-secondary education strongly preferred
- Experience developing promotional materials, both in print and electronic formats.
- Familiarity with Dewey Decimal System
- Experience with automated library circulation systems
- Possibility of advancement available for candidates with experience in developing and distributing promotional materials

Please submit cover letter and resume to Main Circulation Desk at the Library or e-mail documents to the Library Director at [dkreps@richlandlibrary.org](mailto:dkreps@richlandlibrary.org)