

Russell County Public Library

Job Title: Circulation Assistant

Reports To: Branch Manager and/or Director

JOB REQUIREMENTS: Job requirements include the following: completion of requirements for a high school diploma; computer experience; two years of college preferred, or acceptable library experience equivalent to providing the required knowledge, skills, and abilities.

Work is performed in a public library environment. Must be able to push book trucks, carts, and bins weighing up to 30 pounds; able to lift 30 pounds; able to stand up to four hours at a stretch; and able to kneel frequently to assist patrons in finding materials on low shelves. Reasonable accommodations will be made for individuals with disabilities to perform these functions.

The following knowledge and skills are expected: knowledge of library principles, methods, materials, and practices; knowledge of and experience with computer hardware and software, library automation system, Internet access, word processing, and operation of office equipment, including copy and fax machines and the ability to type, file, and keep records.

The following is also expected of a successful candidate: keen interest in the success of library services and programs; ability to establish and maintain effective working relationships with patrons and colleagues; ability to follow oral and written instructions; ability to assist patrons in basic library skills and the use of computers; and the use of good judgment, tact, and courtesy.

JOB SUMMARY: This *part-time* position will work at the Honaker Community Library up to twenty-six (26) hours per week. Scheduled work days will include a combination of Mondays, Tuesdays, Thursdays, and Fridays. No nights, no weekends, with the exception of special events.

HOW TO APPLY: Send resume, cover letter, and three (3) references to Pamela Stone, Director, at pstone@russell.lib.va.us with the subject line, Circulation Assistant.

Position open until filled.

Note: *This job description is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned by management, as required. Russell County Public Library reserves the right to revise, or change job duties, as the need arises. This job description does not constitute a written or implied contract of employment.*