

JOB VACANCY ANNOUNCEMENT

POSITION: Part-time Library Assistant I

DEPARTMENT: Duplin County Library

SALARY: Grade 56 Starting Salary: \$10.0572 Hourly

HOURS OF WORK: 25 hours per week / Hours will vary depending upon assigned location
Monday-Friday- Between: 9:00 A.M. – 6:00 P.M.
Alternating Saturdays – 9:30 A.M. -2:30 P.M.

OPENING DATE: September 12, 2017 **CLOSING DATE:** September 26, 2017
5:00 P.M.

APPLY AT: Duplin County Personnel Office
County Administration Building - 224 Seminary Street
Kenansville, NC 28349
910/296-2174 "Equal Opportunity Employer"

Under general supervision, the purpose of the position is to perform a variety of duties relating to the overall operation of the public library. Employees in this classification perform routine library clerical work. Position is responsible for assisting patrons in becoming familiar with the library and its programs and services; assisting with book selection and locating information; and all duties related to circulation and shelving of library materials. Performs related work as required.

Once training is complete, the majority of the employee's hours will be scheduled at a branch library. This will require the employee to readily be able to fulfill all responsibilities of managing and maintaining a branch library facility. Regular communication with supervisor and Main library staff is essential for success in this position. Evening and Saturday hours may be required.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of any essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment of the position.

Under the supervision of the Branch Coordinator (Library Assistant IV), perform all circulation duties including checking materials in and out, renewing items, placing item requests, issuing and updating library cards, collecting fines and fees, and sorting and shelving library materials. Provide excellent customer service, readers' advisory and reference assistance to patrons in person and via phone. Assist patrons with the use of computers and other library technology. Follow and enforce all library policies and procedures. Exhibit accuracy in money-handling and processing of receipts and required paperwork. Positively promote the library's programs and services within the library and community. Demonstrate ability to work independently and as part of a team.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Other duties may include, but are not limited to, assisting patrons with interlibrary loan requests, publicity and marketing of the library, selection of books and materials, processing of library materials, assisting with weeding activities, preparing statistical reports, and assisting with programs, book sales and other local events. Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED; supplemented by one (1) to two (2) years previous experience and/or training involving clerical work and customer service, or an equivalent combination of education, training, and experience.

SPECIAL REQUIREMENTS

Possess a valid driver's license issued by the State of North Carolina. In accordance with the county's drug free workplace policy, employees will be subject to pre-employment and random drug screening. Employees must successfully pass a criminal background check.

