



## Position Announcement

**JOB TITLE:** Library Assistant, Part-Time

**Job Description:** Performs informational and routine service to assist the public in the use of the library.

**Accountability:** Reports to the Library Director

**Hourly Wage:** \$12.00 per hour

**Benefits:** Two weeks' equivalent vacation and sick time.  
One personal day.

**Work Schedule:** 10 hours per week, 1 evening per week.  
One Saturday per month.

**Duties and Responsibilities:** Check out, renew, and reserve library materials.

Answer telephone and give preliminary assistance to users.

Locate materials for users.

Issue and update borrower cards according to prescribed procedure.

Collect and record daily statistics.

Receive and record monies.

Implement and maintain effective customer relations.

Sort and re-shelve collection materials.

Performs other related work as required.

**Training, Skills and Experience:**

High School Diploma. Strong public service orientation.

Demonstrate an interest in reading and literature.

Operational knowledge of computer software.

Experience working in a public library environment a plus.

**To Apply:**

Interested applicants should email a resume, cover letter, and three references to [dsmolen@conwaypubliclibrary.org](mailto:dsmolen@conwaypubliclibrary.org). Subject header should read "Library Assistant Position."