

Part-Time Library Assistant

Mammoth Public Library is looking to hire a Part-Time Library Assistant. Must be good with children and able to help in tutoring Reading and Math skills. Interpersonal skills are very important, as the assistant will come in contact with the public on a daily basis. Hours are from Tuesday – Thursday 12:00pm-5:00pm (15 hours per week total). Friday hours may be needed once a month. Pay starts at minimum wage and may increase after 90-day evaluation. Start date will be August 3, 2021. Please apply at Mammoth Town Hall or visit our webpage under employment and download the application. Interviews will begin on July 27, 2021.

Job Description

Pending proper training, the library assistant will perform the following duties:

- Responsible for assisting with the administration and organization of the library – Help visitors find the right reference materials and register patrons for their own library card through our Polaris library system.
- Check in and check out materials to patrons.
- Assist in loans between libraries.
- Organize and re-shelve returned items.
- Teach people how to use the library resources.
- Answer any questions from patrons.
- Perform routine tasks, such as answering phone calls and organizing library.
- Help plan and participate in special library events, used book sales or other special programs.
- Create library signage as necessary.
- Must be detail-oriented in order to make sure information and material is catalogued and put away correctly.
- Assist in sanitization of shared surfaces throughout the library.
- Order new materials and supplies for the library as needed.
- Replace broken, damaged, and lost materials.
- Occasionally purge and withdraw items that have not been checked out.
- Catalog all new items into specific categories.
- Help enforce rules to keep library organized and clean.

SUPERVISION RECEIVED - Works under the general supervision of the lead Librarian.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES –Ability to verbally communicate effectively. Ability to type. Ability to operate basic computer system.

EDUCATION, EXPERIENCE AND TRAINING – Must be a High School graduate or have GED.

SPECIAL REQUIREMENTS – Must be willing to submit to a background investigation and can have no criminal history.

HOURLY RATE – \$12.50