

Library Circulation Assistant – Part time

The Mystic & Noank Library seeks an enthusiastic and tech-savvy team player with excellent customer service skills and a commitment to public service in the community. This is a part-time position, 7 hours per week, plus availability for on-call shifts. Schedule is every Saturday 10:15-5:15. Substitute shifts may include evenings until 9:15. Hourly rate is \$14.00/hour. Vacation time is accrued after 6 months on a pro-rated basis.

Responsibilities include, but are not limited to:

Checking items in and out

Placing holds

Patron registration and maintenance of patron records

Processing fines and fees

Collection maintenance and organization

Assisting patrons with inquiries in person, via email, and over the phone

Providing technical assistance with computer software and hardware issues

Providing reference and reader advisory assistance utilizing the online catalog

Assist with library programs, including film screenings and making popcorn

Other duties as assigned

Successful candidate must be a team player with strong technology skills, positive attitude, strong public service work ethic, self-motivated, reliable and flexible, and able to multi-task. High school diploma required. Prior public library experience, especially with the SirsiDynix catalog, desired. Preference given to those with a high degree of computer and network technology experience.

While performing the duties of this job, employee must stand, walk, sit, stoop, kneel, crouch, and reach with hands and arms. Employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move 25 pounds.

Send cover letter, resume and three professional references to: director@mysticnoanklibrary.org by March 1, 2019. No phone calls please.