Job Notice

Date: April 11, 2016

Position: Non-Permanent Library Assistant

Locations: Orange County Public Library—Main Library
137 W. Margaret Lane
Hillsborough, NC 27278

Salary: $12.76 per hour

Hours: 4-6 weekend shifts per month, occasional morning, afternoon, and/or evening shifts, and additional holiday coverage needed. Averages 10 hours per week.

Typical weekend shifts are Saturdays and Sundays:
Saturdays from 9:00-6:00 p.m./1:00-6:00 p.m.
Sundays from 12:00-6:00 p.m.

Typical weekday shifts are Monday –Friday:
8:30-1:00 p.m.
12:00-4:00 p.m.
2:00-6:00 p.m.
4:00-8:00 p.m.

Job Requirements: Attention to detail, appreciation for the library, excellent customer service skills, friendly and helpful attitude, ability to interact effectively with library staff and the public, willingness to work on a variety of projects, excellent organizational skills, dependability. Available to work weekends, evenings, and dates surrounding holidays. The library is closed on major holidays. Previous library experience is preferred though not required, and library school students are encouraged to apply.

Primary Duties: The non-permanent library assistant will work at our Main Library location and will staff the Information and Readers' Advisory desks in the Adult and Teen Services department. Duties include patron assistance with reference and technology questions, reader's advisory, general circulation tasks, opening and closing of the library, and assistance with a variety of library projects as assigned. Additional shifts may be possible in Youth Services and Circulation.

Closing Date: Open until filled.

Applications: To apply for this position, please e-mail a resume and a letter of interest including your availability to Andrea Tullos at atullos@orangecountync.gov