

Job Notice

Date: December 1, 2015

Position: Non-Permanent Library Assistant

Location: Orange County Main Library
137 W. Margaret Lane
Hillsborough, NC 27278

Salary: \$12.76 per hour

Hours: 1-4 morning, afternoon and/or evening shifts per week, 2-4 weekend shifts per month, and additional holiday coverage needed.

Typical weekday shifts are Monday –Friday:

9:00 a.m.-1:00 p.m.

2:00 p.m.-6:00 p.m.

5:00 p.m.-8:00 p.m.

Typical weekend shifts are Saturdays and Sundays:

Saturdays from 9:00 a.m.-6:00 p.m. or 9:30 a.m.-1:30 p.m.

Sundays from 12:00 p.m.-6:00 p.m.

Job

Requirements: Excellent customer service skills, friendly and helpful attitude, dependability, attention to detail, excellent organizational skills, appreciation for the library, willingness to work on a variety of projects, and ability to interact effectively with library staff and the public.

Primary Duties: This position will work in the Youth Services department, and will primarily staff the Youth Services desk. Duties include helping customers find books and information, answering questions, assisting customers with the online catalog and other online resources, re-shelving stray books, straightening shelves, and performing library opening and closing procedures. This position reports to the Head of Youth Services, and may assist with children’s programs and a variety of library projects, as needed.

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 acampbell@orangecountync.gov