

Job Notice

Date: July 11, 2016

Position: Non-Permanent Library Assistant

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

Salary: \$13.15 per hour

Hours: 15-20 hours per week
Typical shift: Monday – Friday: 8:30 a.m. – 12 noon
The schedule is subject to change based on activities in the library.

Job Requirements: Attention to detail, appreciation for the library, excellent customer service skills, friendly and helpful attitude, ability to interact effectively with library staff. Willingness to work on a variety of projects, excellent organizational skills, dependability. This work includes the ability to lift, carry, push and pull up to 150 pounds. 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 in Technical Services. Duties include unpacking shipments, physically processing incoming materials by tagging, flagging, laminating, and handing RFID tagging using Bibliotheca equipment. Uses Sierra ILS to manage materials. Maintains inventory and ordering of supplies.

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 Jill Wagy at jwagy@orangecountync.gov