

# Job Notice

**Date:** August 25, 2015

**Position:** Non-Permanent Library Assistant

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

**Salary:** \$ 12.76 per hour

**Hours:** Weekday shifts as needed  
4-6 weekend shifts per month:  
    Saturdays from 9-6  
    Sundays from 12-6  
1 evening shift per week (library closes at 8 p.m. M-Th)

**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, able to follow dress code, excellent organizational skills, dependability, valid NC driver's license.

**Primary Duties:** This position will work primarily in the Circulation Department performing the following duties:

Shelve books and other library items; straighten shelves; work on the circulation desk; assist patrons with self-checkout; check-in and sort books; help patrons find books; answer questions; assist in closing and opening the library; pick up stray books; at times, drive the courier route in a county vehicle to deliver and pick up items from our Carrboro branches, other projects as assigned. Qualified candidates may also be trained to work in our Adult & Teen Services Department.

**Closing Date:** September 8, 2015

**Applications:** To apply for this position, please e-mail a resume and a letter of interest *including your availability* to [slorenz@orangecountync.gov](mailto:slorenz@orangecountync.gov)

# Job Notice

**Date:** August 24, 2015

**Position:** Non-Permanent Library Assistant

**Locations:** Carrboro Branch Library  
900 Old Fayetteville Road  
Chapel Hill, NC 27516

Carrboro Cybrary  
100 N. Greensboro St.  
Carrboro, NC 27510

**Salary:** \$12.76 per hour

**Hours:** 1-3 morning, afternoon and/or evening shifts per week, 4-6 weekend shifts per month, and additional holiday coverage needed.

Typical weekday shifts are Monday –Friday:

8:30-1 pm

12:30-4 pm

3-6 pm

5-8 pm

Typical weekend shifts are Saturdays and Sundays:

Saturdays from 9:45-2 pm

Sundays from 12:45-5 pm

**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 evenings, weekends, and dates surrounding holidays. The library is closed on major holidays.

**Primary Duties:** The non-permanent library assistant will work at both of our branch locations, the Carrboro Branch Library and the Carrboro Cybrary, and will primarily staff the front desk. Duties include patron assistance with reference and technology questions, reader's advisory, general circulation tasks, open and close of the library, and assistance with a variety of library projects as assigned. The non-permanent staff member will also participate in Saturday Storytimes for children.

**Closing Date:** September 7, 2015

**Applications:** To apply for this position, please e-mail a resume and a letter of interest including your availability to Erin Sapienza at [esapienza@orangecountync.gov](mailto:esapienza@orangecountync.gov)