

Position Title: Part-Time Library Assistant 1, Circulation Department, Main Library

Date Available: Immediately

Hourly Rate: \$26.83

Classification Range: 3

Job Summary:

The Part-Time Library Assistant in the Circulation Department at the Main branch, a part of the Materials Management Department at the Ferguson Library, plays a crucial role in the efficient operation of the Circulation Desk. This position involves customer service, check-in/check-out procedures, general support for library patrons, and library card registration. The ideal candidate will be friendly, detail-oriented, and committed to providing excellent service to the library's diverse community.

The Ferguson Library is striving to be an anti-racist and equitable organization. Our staff are people with different strengths, experiences, and backgrounds, who share a passion for improving people's lives through education, resources, and services. Diversity not only includes race and gender expression but also age, disability status, veteran status, sexual orientation, religious beliefs, and many other parts of one's identity. We are deliberate and self-reflective about the kind of culture and workplace we aspire to create.

Key Responsibilities:

1. Customer Service:

- Greet and assist library patrons in a courteous and friendly manner.
- Respond to inquiries, provide information, offer guidance on library resources and services, and assist with library card registration.

2. Check-In/Check-Out:

- Check materials in and out using the library's integrated circulation system.
- Ensure the accuracy of transaction records and handle overdue notices.

3. Shelving and Organization:

- Shelf returned materials accurately in their designated locations.
- Maintain the overall order and organization of library materials on shelves.

4. Library Materials Management:

- Process holds, reserves, and requests for materials.
- Assist in the collection maintenance and inventory control.

5. General Administrative Tasks:

- Handle basic administrative duties, such as data entry, maintaining records, handling replacement charges and fees, and assisting with library card registration.

6. Opening and Closing Procedures:

- Participate in library opening and closing procedures as scheduled, ensuring the library is prepared for daily operations.

Qualifications:

- High school diploma or equivalent.
- Strong interpersonal and communication skills.
- Exceptional customer service skills and a friendly, approachable demeanor.
- Basic computer proficiency.
- Ability to follow library policies and procedures accurately.
- Detail-oriented and organized.
- Previous library or customer service experience is a plus.

Working Conditions:

- This position is part-time and may require evening and weekend shifts.
- The work environment includes standing, walking, and lifting materials as needed.

If you are interested in being considered for this position, please submit a resume and cover letter by email to apply@fergusonlibrary.org. Please use the position title in the subject line.