

Job Posting – Library Assistant (2 positions available)

Huntington City-Township Public Library

Purpose:

The Library Assistant provides direct service to patrons, assists patrons with computer and resource use and plans and executes programming. This position demands a dynamic, energetic and self-motivated individual who can work well independently and as part of a group. This position is public service oriented and requires a candidate who works well with the public. This position will participate in contributing innovative and progressive solutions as a part of a cooperative team. The work is performed under the direction of the Library Services Department Head.

The focus for this position will be supporting the efforts of the Librarians in providing services for teens and children, however the Library Assistant will be expected to work in all departments as needed.

Hours: 24-28 hours per week including days, evenings and weekends

Examples of Work Performed:

- Provides direct service to patrons
- Teaches computer skills and provides technology assistance
- Assists in planning and executing programs
- May perform basic circulation tasks such as check in and check out of materials
- Oversees patrons and their use of the library maintaining the appropriate atmosphere and discipline

Qualifications and Skills:

- Some secondary education required
- At least 1 year of library experience preferred
- Must hold, or be able to obtain within six months, Indiana State Library Certification LC6 or higher
- Skill in checking information for accuracy and completeness and correcting errors
- Ability to excel as a productive and positive team member
- Ability to communicate effectively
- Develops and maintains terrific relationships with customers and fellow staff
- Ability to model a positive attitude and excellent interpersonal skills
- Ability to handle a large variety of tasks
- Ability to handle high volumes of work
- Knowledge of library practices highly desirable

Compensation:

This position starts at \$12.00 per hour.

Selection Procedure:

The selection of the successful candidate will be made by assessment of education and background, review of written communication skills, oral interview; review of references,

and other appropriate job-related procedures. All applicants will be notified as to the status of their application.

Special Accommodations:

Huntington City-Township Public Library will make arrangements to furnish appropriate auxiliary aids and services where necessary and reasonable to afford an individual with a disability the opportunity to participate in the recruitment process. Please notify the Library Director at (260)356-0824 to request special accommodations prior to the application deadline.

To Apply:

Submit a cover letter, and resume to jobs@hctpl.info

Application Deadline: August 9th, 2020

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