

Job Posting – Library Assistant - Children’s Department

Huntington City-Township Public Library

Position Description:

The Library Assistant provides direct service to patrons in the Children’s Department as well as performing basic clerical, collection management, and circulation related tasks. The Assistant may also assist the Librarian in planning and executing programs and story times. Work is performed under the direction of the Children’s Librarian.

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

Examples of Work Performed:

- Provides direct service to patrons
- Shelves and organizes library materials
- May perform basic circulation tasks such as check in and check out of materials
- Performs collection maintenance tasks such as weeding books from shelves, monitoring catalog records, relabeling items, and processing materials
- Assists patrons in the use of library equipment
- Assists with providing children’s and young adult programming

Qualifications and Skills:

- Some secondary education preferred
- 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
- Knowledge of personal computers and related hardware, electronic mail, the Internet, office software, document imaging, etc.
- Ability to learn computer programs or software and use them effectively to perform duties
- Skill in organizing and prioritizing multiple responsibilities within an assigned framework
- Ability to work with patrons in a friendly and tactful manner
- Ability to establish and maintain effective working relationships with other employees, customers, and the public
- Ability to contribute to a positive work culture that fosters excellent customer service and teamwork
- Knowledge of library practices highly desirable

Compensation:

This position starts at \$18.00 per hour. Includes paid time off and paid holidays. This position is *not* eligible for health insurance and retirement benefits.

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: Open until filled - Priority Application Deadline: August 9, 2024

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