

## **Job Posting – Library Assistant - Keefer Center**

### **Huntington City-Township Public Library**

#### **Purpose:**

The Library Assistant assigned to the Keefer Center provides direct service to patrons in the Keefer Center, assists patrons with computer and resource use, and maintains records for archives. This work is strongly centered on genealogy, local history research, and archives. 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 Genealogy and Archives Librarian.

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

#### **Examples of Work Performed:**

- Provides direct service to patrons
- Researches genealogy and local history information requests
- Manages records and objects for archival purposes
- Oversees patrons and their use of the library maintaining the appropriate atmosphere and discipline
- Completes special projects under the direction of the Librarian

#### **Qualifications and Skills:**

- Some secondary education required
- At least 1 year of library experience preferred
- Experience with genealogy research and resources strongly 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
- Ability to develop and maintain positive relationships with patrons and staff
- 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 \$18.00 per hour. Employee benefit package includes paid time-off and holidays.

#### **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](mailto:jobs@hctpl.info)

**Application Deadline:** Open until filled

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