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**JOB TITLE: Library Assistant**

**Hours:** 18 hours a week. This job requires weeknight hours every Tuesday 3-8pm, Wednesday 3-8pm, and Thursday from 3-8pm, and every Saturday from 10am-1pm. There is potential for additional fill in hours.

**Wage:** $13.26 an hour.

**Summary of position:**

This employee serves as the Senior Library Assistant supervising the Junior Library Assistant. He/she will perform the basic duties of the Librarian Assistant including opening the library, shelving, circulating materials, daily statistics, and closing.

**Qualifications:**

High school diploma or equivalent required. Previous library experience recommended but not required. Experience with social media outlets and a willingness to stay current as new technologies surface is essential. Basic word processing skills and computer literacy required. Employee must be a team player who is creative, organized, detail oriented, self-motivated, and enthusiastic to work with people in a small community.

**Responsibilities and Duties:**

· Learn and master Apollo, our Library Operating System. Perform the basic duties of the Librarian Assistant including opening the library, shelving materials, circulating materials, collecting daily statistics, and closing operations.

-Provide technical assistance in creating advertising in the form of posters, flyers, and other PR materials. Must have basic computer skills to perform tasks in MS Office, Word, Excel, and PowerPoint.

-Be familiar with social media outlets including Facebook, Instagram, and Tik Tok in order to help manage sites.

-This employee may serve as the senior staff member on duty in the evening and on weekends. Candidate must be 18 years or older.

-Must be able to move boxes of materials weighing up to 20 lbs. Must be physically able to move large furniture including tables, chairs, and rolling book buggies.

-Light cleaning.

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