

PT Library Assistant: up to 25 hours per week



Job Description:

DHCLS is seeking a part-time paraprofessional library assistant for general library duties. We are seeking a high-energy, customer service focused team player for our brand-new, technology-rich facilities. The assistant performs branch-level support for customers in person or on the telephone as needed.

Core Accountabilities:

- Provide day-to-day support to customers who use the library branch in person or on the telephone;
- Shelf materials and collection upkeep;
- Collect monies for fines and services;
- Demonstrate the use of computers, e-readers, online resources, and other forms of technology;
- Assist or lead programming for all ages.

Essential Knowledge:

- HS diploma/GED required, college coursework a plus;
- Possess a natural curiosity for finding answers;
- Basic understanding of technology that is used by customers to retrieve information and e-content.

Essential Skills:

- Ability to establish priorities, work independently and work with the public;
- Ability to handle multiple issues at one time;
- Ability to communicate effectively in English, both orally and in written format;
- Ability to speak comfortably with people from all walks of life;
- Attention to detail and ability to follow procedures;
- Ability to be flexible;
- Ability to solve problems;
- All positions require employee to work nights and weekends in a rotating schedule.

Preferred Skills:

- Experience working in a customer service position;
- Experience in a retail, educational, or library environment;
- Creative skills in crafts, music, gaming or art a plus!

Position will work directly with the Branch supervisor at the location scheduled. Night and weekend hours are required. This position is a staff level position for the Dothan Houston County Library System and location for work may change as the need arises. Requires background check and three (3) references. There are no retirement or health benefits associated with this position.

Hourly Range: \$9.25 - \$9.75

Reports to: Branch Manager