



EMPLOYMENT OPPORTUNITY

Job Title: Public Services Associate

Hours per week: 12-16

Hourly rate: \$17.00

Application Period: Accepting applications through July 14, or until position is filled

Job Summary: This position is responsible for performing a variety of clerical duties and public service tasks. May work on special projects. This position reports to the Head of Patron Services.

Job Responsibilities:

- Completes circulation tasks such as checking books in and out, shelving materials, retrieving holds and running clear hold-shelf reports
- Assists patrons in the use library services and materials through basic reference & readers' advisory, new library card registration, instruction in the use of the catalog & digital resources, and other tasks
- In addition to the duties listed above, this position is expected to perform any other such duties as directed by the Head of Patron Services

Knowledge, Skills & Abilities:

- Excellent customer service skills
- Attention to details
- Ability to use computers and to utilize computer processes

Job Requirements:

- Associate's degree or relevant work experience is required