Library Assistant - Part Time

The Livingston Library is seeking an enthusiastic and outgoing individual to join our team as a part-time Library Assistant. We seek an individual who will strive to offer our diverse community of 29,000+ residents excellent customer service while being friendly, professional, and efficient. Excellent communication and computer skills are a must. The successful candidate must be able to perform a wide-range of clerical, paraprofessional tasks, and other support duties.

This is a part-time position of approximately 19 hours per week with evening and weekend hours.

DESCRIPTION

- Possess a demonstrated commitment to excellent customer service by being attentive, approachable, kind and helpful to everyone
- Assist with inquiries regarding patron accounts, checking materials in and out, program registration, provide basic readers’ advisory, answering phones, and answer basic reference and directional questions
- Inspire a connection to all facets of the library by introducing customers to all we do: programs, collections, resources and much more
- Is a team member who welcomes and accepts input, seeks out advice on how to handle situations and supports team members by keeping them informed and offering help
- Assist with basic computer troubleshooting. Assist with copier, printing, and faxing
- Assist where needed across departments
- Performs other duties as needed

REQUIREMENTS

- Ability to converse, speaking clearly, concisely, and courteously
- Comfortable enforcing behavior guidelines in line with the Library’s policies
- Computer literacy skill set
- Ability to lift, push, pull and carry 25-40 lbs on a routine basis

A high school diploma or equivalent, along with some relevant library work and/or other work experiences are required. Past experience in a library setting is a plus.

Send a resume, cover letter, and three (3) references to Melissa Brisbin, Associate Director, at hr@livingston.bccls.org. The Library will contact applicants for an interview.
Salary range is $15.41 per hour. Pro-rated leave included. Work schedule is approximately 19 hours a week, including evening and weekend hours. Must pass a mandatory background check.

Position will remain open until it is filled.