

**Norris Public Library**  
**Part-Time Library Assistant**

GENERAL DEFINITION AND CONDITIONS OF WORK:

Provides customer service and clerical work at the circulation desk assisting the public at the library. Work involves significant public contact and requires employees to be tactful and courteous. Work is performed under general supervision of the Library Director; other professional employees are available to assist with unusual questions or situations. Work is evaluated for customer service effectiveness and accuracy of work activities through daily observations, discussions, and review of completed work.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Helping maintain a welcoming, friendly, and inclusive environment in the library.
- Checking books and other media in and out.
- Typing and filing.
- Assisting patrons in locating books and other library materials.
- Issuing library cards and resolving general account issues.
- Collecting fines and fees.
- Shelving books and other materials.
- Preparing materials for programs and displays.
- Assisting patrons in the use of the library's online catalogs, computers, audio-visual and other equipment.
- Protecting patron privacy by behaving with discretion and maintaining confidentiality of patron information and library records.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of library procedures, methods, materials and practices. Working knowledge of Google Workspace (Docs and Sheets), MS Office, computers, and other equipment in the library, and ability to use them in the performance of duties. Ability to establish and maintain effective working relationships with coworkers, supervisors, and the general public.

PART TIME:

Will work regularly at Norris Public Library an average of 12 hours per week between the hours of 8:00am and 5:00pm on weekdays, with limited Saturday hours for special outreach events up to four times per year. Work will not exceed 19 hours per week.

Salary: \$10.80 hourly

## **Part Time Library Assistant**

The Town of Rutherfordton is seeking qualified individuals for the position of Part-Time Library Assistant. The successful candidate will have working knowledge of library procedures, methods, materials and practices. The ideal candidate will be courteous, organized, ethical, team-oriented, and passionate about public service. Will work regularly at Norris Public Library an average of 12 hours per week between the hours of 8:00am and 5:00pm on weekdays, with limited Saturday hours for special events up to four times per year. Work will not exceed 19 hours per week. Pay is \$10.80 per hour.

Applications will be accepted through Friday, May 24th, 2024. Please return a completed [Town of Rutherfordton](#) application and resume to [nplibrary@rutherfordton.net](mailto:nplibrary@rutherfordton.net) or to:

Library Director, Norris Public Library  
132 N. Main St.,  
Rutherfordton, NC 28139

Background check required. The Town of Rutherfordton is an Equal Opportunity Employer.