



Library Assistant (Part-Time)

Institution Name: McClelland Library

Job Location: Phoenix, AZ

Post Date: 2/7/2020

Closing Date: Open Until Filled, 1st round of application reviews start 3/7/2020

Description:

The McClelland Library is currently seeking a qualified individual to fill a part-time Library Assistant position. The Library Assistant position will perform a wide variety of technical and clerical work that directly supports the Library Manager. The Library Assistant is the main library staff point of contact for library patrons and volunteers in the library.

Schedule:

The Library Assistant position works the hours of Tuesday, Wednesday, Thursday, and Saturday from 9:45AM - 3:15PM, and 2:45PM – 8:15PM on Friday. Additional work hours could include evenings for special events.

Essential Duties & Responsibilities:

- Perform Circulation Desk procedures
- Provide excellent customer service in all dealings with patrons and volunteers
- Enforces library policies and procedures
- Maintain the physicality of the library including trouble shooting hardware and software used by patrons and staff
- Assists with training and supervision of volunteers
- Compiles data and prepares summary activity reports and usage statistics
- Provides basic reference services
- Assist with project-based activities as assigned regarding library collections
- Participate in library programs and special projects
- Complete other duties as assigned



Minimum Qualifications:

- Bachelor's Degree or Library Technician certificate with two years library experience
- One-year experience working in a customer service position
- Proficiency with computers and library technological systems (hardware, software, databases)
- Excellent verbal and written communication

Desired Qualifications:

- Some coursework completed at a graduate school level towards a MLS/MLIS degree
- Experience with genealogical databases and research methods
- Experience with performing research at a college level
- One-year experience working or volunteering for a non-profit organization
- Experience in a library setting with an OPAC

Physical Demands:

Employee is occasionally required to climb or balance, push heavy carts, crouch down, stoop, kneel, or crawl. The employee may frequently lift and/or move boxes, books, and materials up to 25lbs in weight.

To Apply:

Please submit in PDF format: a cover letter, resume, and 3 references to info@azirishlibrary.org by the closing date.