



## **JOB POSTING** **Public Services Associate**

The New Castle-Henry County Public Library is seeking a public services associate who will provide friendly, high quality customer service to Library patrons. Some responsibilities include:

- Charges and discharges books, magazines and other library holdings in and out at the circulation desk and collects fines using an automated circulation system.
- Replaces books, magazines and other library holdings on shelves according to numbering sequences.
- Assists in assuring accurate library shelving by shelf-reading and re-shelving of materials, as needed.
- Performs general maintenance of all audiovisual materials and equipment as necessary.
- Answers telephones and provides routine information or refers and transfers calls.

This position requires an individual with a **customer service mindset** and the ability to serve staff and patrons in a **professional, helpful, cooperative, and courteous** manner. Candidates must have **excellent verbal and written communication skills** and possess a good command of the English language in order to interact in a professional manner. In addition, candidates must have expertise and proficiency with computers and computer equipment, and must be able to successfully use basic office applications and the Internet, including databases and social networking sites.

### **Minimum Requirements:**

- High school diploma or equivalent required
- Library experience preferred but not required
- Must be able to lift 25 pounds, walk, climb stairs, bend, stoop to the ground, reach above one's head, and stand for long periods of time

**Starting Rate:** \$12.16 per hour

**Hours:** Part-time, 28 hours/week

**Schedule:** Afternoons/evenings and Saturdays