Human Resources
Davie County Government
123 South Main | Mocksville, NC 27028 | 336.753.6015

Library Assistant (Part-Time)
Davie County Public Library

Description of Work: This position is under the direct supervision of the Library Circulation Supervisor and will be evaluated annually through reports, quality and quantity of services delivered and daily observation.
Flexibility required. Includes days, evenings and weekends with possible work at our Cooleemee Branch. This position provides assistance at the circulation desk assisting patrons in all aspects of customer service. Regular, predictable, full attendance is an essential function of the job.

Duties and Responsibilities:

- Checking books or other media in and out
- Plans and organizes programs of interest for the community
- Assisting patrons in locating books and other media
- Issuing library cards
- Collecting fines and fees
- Reserving meeting rooms
- Shelving books as needed in the absence of pages
- Assisting patrons in the use of online catalog, digital resources, eReaders and tablets, public computers, and other equipment.
- Packaging and unpacking items for resource sharing
- Familiarity with readers advisory and able to recommend items to patrons
- Customer service skills a must
- Empties book drop and checks in items as needed
- Updates and inputs patron data
- Answers telephone and provides information as well as transferring calls and taking messages
- Other duties as needed, including lifting boxes of books and assisting with Outreach delivery

Minimum Training and Experience: Must have at least one year of customer service experience in a fast-paced environment. Working knowledge of computer applications, resources, and technology. Must be able to perform the basic life operational skills of crouching, reaching, standing, lifting, fingering, grasping, talking, hearing, and repetitive motions. Must be able to perform light work, exerting up to 40 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Applicant must a be a high school graduate and have a valid North Carolina Driver's license with transportation to and from work.

Salary: $11.00 per hour, no more than 19 hours per week (Non-Exempt)

Apply online at www.daviecountync.gov under Employment

Davie County is an Equal Opportunity Employer.
Our Equal Employment Opportunity Plan is located at DavieCountyNC.gov under Human Resources.