



Campbell County Public Library
Employment Opportunity Posting
Posted August 16, 2019

JOB OPPORTUNITY

JOB TITLE: Patron Services Assistant

WORKSTATION: Newport

DUTIES: Job description attached.

QUALIFICATIONS: Please see job description for other requirements.

SCHEDULE:

- Mondays 5:00-9
- Tuesdays 5:00-9
- Thursday 5:00-9
- Fridays 3:00-7
- Every other weekend

COMPENSATION: \$10.65 per hour

CLOSING DATE: Applications will be accepted until the position is filled.

TO APPLY: Apply online: <http://www.cc-pl.org/about-the-library/job-openings>

RESPONSIBILITIES:

- Perform general desk duties including answering telephone and directing calls, circulation of library materials, check in magazines and newspapers, holds processing, fine/fee payments, processing library card applications, scheduling/confirming meeting room reservations, recording statistical usage (in-house, honor, etc) and other similar responsibilities.
- Resolve disputes with patrons concerning overdue, lost and damaged items, directing unresolved issues to the Circulation Supervisor or other supervising staff members.
- Empty item return.
- Shelf library materials, ensure library shelves are in order, and shift library materials as directed.
- Perform minor repairs on materials.
- Reconcile cash drawer.
- Serve on committees as assigned by the Assistant Director.

- Perform other duties as assigned.

Newport