

<b>Job Title:</b>	Assistant
<b>Department/Group:</b>	Library
<b>Location:</b>	Sherman County Public Library 719 N. Main Stratford, TX, 79084
<b>Level/Salary Range:</b>	Commensurate on experience.
<b>Position Type:</b>	Part-time
<b>Date Posted:</b>	10/21/2020

#### Job Description

##### **ROLE AND RESPONSIBILITIES**

- Helping patrons locate books.
- Helping patrons find material online.
- Checking books in and out.
- Register new users.
- Sort materials.
- Ensuring technical needs of patrons are met and that questions are answered.
- Inspection of returned materials.
- Assisting with events, meetings, programming.
- Managing fines, payments, and cash drawer.
- Managing disruptions/disturbances inside the facility.

##### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

High school diploma.

##### **PREFERRED SKILLS**

- Customer service
- Computer literacy
- Organization
- Written and verbal communication
- Detail oriented

##### **ADDITIONAL NOTES**

**PLEASE ATTACH RESUME TO APPLICATION.**

**IF YOU HAVE ANY QUESTIONS, CALL LIBRARY DIRECTOR AT 806-366-2200.**