THE EMMET O'NEAL LIBRARY

Title: Library Assistant II, Full-time, Circulation Department

Specific Duties:

- Shelves books and other material in the proper order
- Reads shelves to assure that materials are in the proper location
- Answers telephone, provides information, answers questions or directs caller to appropriate staff person
- Checks materials in and out
- Assists in setting up for meetings, programs, and other events as required
- Assists patrons with getting a new library card or renewing an expired card
- Fills reserves
- Reconciles cash drawer and creates paperwork for deposits
- Assists patrons with other circulation issues or questions
- Performs other related duties as assigned

Abilities, Skills, Knowledge Required:

- Proficient with computers, knowledge of library automation software desirable
- Ability to stand for the majority of work shift
- Visual ability to read computer screen
- Ability to push carts and bins loaded with library materials
- Ability to stoop, stretch, bend, twist, and turn to move materials
- Ability to lift 50-75 lbs
- Ability to establish and maintain relationships with work associates and public
- Ability to handle difficult situations with emotional patrons

Education/Experience:

Completion of two years at an accredited college or university required.

Hours and Pay:

40 hours per week, including one night per week and every third weekend. Starting salary $33, 625. Health insurance plan, life insurance, Alabama State Employee's Retirement System, 12 paid holidays, 12 days vacation per year.

Applicants should return a resume and completed application via email to mtnbdirector@bham.lib.al.us by December 21, 2018. Applications may be found on the library's website at www.eolib.org. Successful candidate must pass background check and drug test.

"AN EQUAL OPPORTUNITY EMPLOYER"