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## Ashe County Public Library Library Assistant, Part Time

*Would you like to work in a small, beautiful library located in the North Carolina mountains? Do you believe in the public library as the people's university, a third space, and a vital resource for all members of a community? We are seeking a candidate possessed of relevant practical and educational experience who is keen to develop a solid foundation in the principles of library science and passionate about our community through the provision of library materials, programs, and services.*

**DATE LISTED:** August 9, 2024

**CLASS TITLE/JOB TITLE:** Library Assistant IV / Library Assistant

**LIBRARY:** Ashe County Public Library

**CITY:** West Jefferson, NC

**HOURS & STARTING SALARY:** 25 hours per week at \$11.15 per hour

### QUALIFICATIONS

Graduation from high school, preferably supplemented by two years of college and two years of applicable experience. Previous customer services experience is desirable.

**DUTIES:** An employee in this position assists all library departments in providing services to library patrons. The primary function of this position is to provide desk coverage and other assistance as needed in order to allow each department to maintain consistent, excellent service at all times. This position requires an understanding of the workflows of each library department and the ability to adapt to these workflows, often during a single shift.

**EXAMPLES OF WORK:** Maintains an awareness of relevant policies and procedures for all library departments, performs circulation functions, provides reference and readers' advisory services, provides information about library services, programs, and collections, assists the County Librarian with special projects as assigned

**SELECTED KNOWLEDGE, SKILLS, AND ABILITIES:** Ability to deal tactfully, courteously, and effectively with the public and other employees; ability to use computers for both internal and external projects and information; proficiency with Microsoft Office 365, Google Drive, Constant Contact, Canva, and various social media platforms; effective verbal and written communication skills; ability to set priorities and meet deadlines; general knowledge of reference tools, both in print and online; ability to prepare materials for library-sponsored programs; knowledge of all types of library materials and procedures; ability to learn complex processes and implement them with a high degree of accuracy

**TO APPLY:** Please send cover letter, resume, and three professional references to Laura McPherson at [lmcpherson@arlibrary.org](mailto:lmcpherson@arlibrary.org)

**CLOSING DATE:** This position is open until filled.