



Position Opening

Title: Branch Library Assistant

Date Posted: November 23, 2018

Rodman Public Library is seeking applicants for a Branch Library Assistant. This is a part-time position for 20 hours per week with a starting pay of \$9.00 per hour. The successful candidate must have the ability to work a flexible schedule, including evenings and weekends.

Qualifications:

- High school diploma or GED
- Ability to work a flexible schedule, including evenings and weekends
- Previous customer service experience preferred

Job Responsibilities: The Branch Library Assistant provides public service at the Branch Circulation desk, efficiently and effectively assisting patrons and addressing concerns in a professional, courteous manner and performs related clerical duties. Essential to this position are exceptional customer service and communication skills, a sincere desire to provide excellent service to all library patrons, a willingness to be solution-driven in order to provide patrons access to library services and resources, and the ability to multi-task and prioritize work effectively. Other duties may be assigned as needed.

If you are a Rodman Public Library employee who is interested in this position, please prepare a statement indicating the reasons for your interest in this position, as well as how you believe you would be an asset to the library in this capacity. Notification of your interest, including your statement, is due by 5:30 p.m. on Friday, November 30, and should be emailed to the following:

Charlene Duro, Head of Extension Services- cduro@rodmanlibrary.com

Eric D. Taggart, Director/Fiscal Officer- etaggart@rodmanlibrary.com