



**CITY OF PRESCOTT, AZ
EMPLOYMENT OPPORTUNITY**

**LIBRARY ASSISTANT
PRESCOTT PUBLIC LIBRARY**

Part Time \$9.00 per hour

(Not eligible for benefits)

Must be able to pass pre-employment drug test and criminal background check.

WORK SCHEDULE: **Flexible schedule - 12 to 19 Hrs/Week**
Must be available for evening/weekend work.

JOB RELATED AND ESSENTIAL DUTIES INCLUDE BUT ARE NOT LIMITED TO: Individual is responsible for providing a variety of services to patrons at the check-out desk; checks books and other library materials out to patrons using the Yavapai Library Network's shared automation software; checks in and shelves returned items; empty book drops; may issue library cards to new patrons, renew cards and update patron information. Responsibilities include routine library and clerical tasks for which procedures are well established and under the supervision of the Circulation Librarian.

JOB RELATED AND ESSENTIAL QUALIFICATIONS: **Knowledge of:** library clerical procedures or ability to acquire such knowledge with ease. **Ability to:** follow oral and written direction, to sort and file alphabetically and numerically, clerical aptitude, accuracy and ability to keep to a schedule. Must be competent with computers in a Windows environment. Previous customer service experience desirable. **Must be able to perform physically demanding duties related to checking in, checking out and shelving library materials in a busy environment.**

Physical and Visual ability: Sufficient to effectively and safely perform required duties and to safely operate required equipment and city vehicles as needed.

Hearing and Speaking ability: Sufficient to effectively and safely perform required duties. Freedom from mental disorders which would interfere with performance of duties as described.

Position is open until filled.

Applications are available at the Service Desks – Prescott Public Library Downtown and the Gateway Branch at Prescott Gateway Mall or at www.cityofprescott.net.

EEO/M/F/V/H/D/NSE

**Send application to:
Prescott Public Library
Business Manager
215 E Goodwin St
Prescott AZ 86303**