



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

LIBRARY ASSISTANT

Part-Time Temporary Position

12 Hours/Week \$10.00/Hour (Not eligible for benefits)

Flexible schedule - Must be available for evening/weekend work.

Candidate of choice must pass pre-employment drug test and criminal background check.

Qualifications: Education and/or experience equivalent to High School Diploma and one (1) year customer service work experience preferred.

General Statement of Duties:

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; empties book drops; may issue library cards to new patrons, renews cards and updates patron information. Responsibilities include routine library and clerical tasks for which procedures are well established and under the supervision of the Circulation Librarian.

Knowledge, Skills, and Other Characteristics:

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.

Physical and Visual Ability: Sufficient to effectively and safely perform required duties and to safely operate required equipment and city vehicle as needed. **Must be able to perform physically demanding duties including pushing full book carts, book bins and lifting tubs weighing up to 50 lbs. Must be able to perform duties involving repetitive bending, reaching, stretching and standing for long periods of time.**

Hearing and Speaking Ability: Sufficient to clearly, concisely and effectively communicate in person and over the telephone.

Applicant must be free from mental disorders that would interfere with performance of duties as described.

DEADLINE: Applications must be received by 5:00 p.m., August 16, 2013

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
(928) 777-1284 (928) 777-1347 (800) 748-6205 TDD (928) 777-1100 Fax: (928) 777-1213

Email: www.hr@prescott-az.gov **Visit our website at** www.prescott-az.gov

Posted: July 30, 2013