

## **Library Assistant – Part Time**

Cahokia Public Library District is seeking a dependable, enthusiastic person with a strong commitment to patron service to join our team as a part-time Library Assistant. The position is up to 18 hours per week, including evening and weekend hours.

Responsibilities include, but are not limited to the following:

- Assisting patrons at the Circulation Desk
- Registering new patrons / renew patron cards
- Checking materials in and out
- Providing phone and on-site reference service
- Performing circulation functions using the Polaris computer system
- Operating (but not limited to): the copier/scanner and fax machine
- Assisting patrons on the public computers
- Shelving materials and maintenance of library stacks
- Assisting in processing new materials
- Performing opening and closing procedures
- Performing other duties as assigned

Qualifications:

- Positive & friendly attitude
- Minimum of high school diploma or equivalent
- Technical aptitude and computer knowledge
  - Microsoft Office programs and Google equivalents
- High level of professionalism and customer service skills
- Critical thinking skills and attention to detail
- Previous library knowledge/experience is a plus

Physical Demands

- Must have the ability to lift (moderate), push, bend, and stretch

To apply: Please fill out our online application on our website at [www.cahokialibrary.org/employment](http://www.cahokialibrary.org/employment)

Contact Jeremy or Devin at (618) 332-1491 with any questions.

Note: The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee.