



Brandon Public Library Library Assistant Position

Brandon Public Library is accepting applications for a Library Assistant. Under the supervision of the Library Director, the Library Assistant is responsible for assisting patrons in the use of Brandon Public Library resources and equipment as well as performing routine clerical duties related to the operation of the library.

Minimum Requirements:

- High School Graduate or equivalent (GED or HSED)
- Ability to communicate effectively in both written and verbal form
- Proficient computer skills (30-40 wpm)
- Ability to be organized and flexible
- Good interpersonal skills and ability to maintain and foster cooperative and courteous relationship with patrons, peers, and supervisor, as well as children
- Able to lift/carry up to 50 pounds and move wheeled equipment up to 100 pounds

Duties:

- Facilitate the circulation of library materials (check out/in materials, sorting, shelving)
- Assist patrons in using the library facility, resources, and services, including online catalog and databases
- Catalog and maintain library materials
- Handle loans between libraries
- Handle registration of new library cardholders and issue library cards.
- Perform routine tasks such as answering phone calls and organizing files
- Use computer library database to help locate library materials
- Help, plan, and participate in special library events such as movie nights or other special programs

Compensation:

Between \$9 and \$10/hour (depending on experience)

This position is part time, up averaging 12-15 hours per week. Not eligible for insurance or retirement benefits. Schedule may vary to cover for vacations and sick days for Library Director. (Background check required)

Application: More information and applications can be found on our website: www.brandonlibrary.net or in the Library.

Applications due November 24, 2021.

Position starts December 1, 2021.

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