

Help Wanted:

The Five Rivers Public Library is seeking an energetic, flexible and punctual person to fill a part time library assistant position for 21-24 hours a week. For more information and application check out the library's web page <https://fiverivers.wvlibrary.info/> and/or facebook page for more information. Deadline to apply May 29, 2024 at 5:00 p.m.

Library Assistant

Type: Part Time

Pay Rate: Discussed at Interview

Posted Date: 05/01/2024

Deadline to Apply: 05/29/2024 at 5:00 p.m.

Part- time hourly position scheduled to work 21-24 hours per week with fringe benefits.

QUALIFICATIONS: Ability to work week day morning, afternoon, Saturday morning, and evening hours required. Education, High School Diploma, Computer experience, including word processing, PowerPoint required. Ability to work a flexible schedule is a requirement. Library knowledge is preferred. Must be neat and clean in appearance. Must be at least age 18.

APPLICATION: Deadline to apply May 29, 2024. Submit resume and/or application or apply in person at the Five Rivers Public Library 301 Walnut St., Parsons. Applications may be picked up at the library. Email help@fiverivers.wvlibrary.info.

**Duties will include, but are not limited to

- Works with minimum or no direct supervision
- Maintains a working knowledge of the Innovative Millennium circulation / Cataloging system and its processes.
- Greets, assists and refers patrons according to their needs
- Performs all aspects of opening and closing circulation desk, and library
- Answers incoming phone calls; makes referrals or takes messages as appropriate
- Checks in and out all Library materials and collects appropriate fines for all overdue materials
- Performs registration of patrons and inputs patron information

- Fulfills Inter-Library Loan requests from other libraries, patrons and notifies patrons upon availability.
- Shelf reads and straightens new books and other stacks as necessary
- Annual continuing education, includes overnight travel for conference, to other libraries.
- Prints overdue notices and bills, checks the shelves for the items and telephone, mails or emails notices to patrons as directed.
- Maintains a working knowledge of micro-viewer, The Parsons Advocate electronic files and instructs borrowers on usage as necessary.
- Social media savvy
- Speaks knowledgeably about all Library programs and services for children, young adults, and adults
- The ability to use the copier, fax machine, telephone, printers. Make copies, send and receive faxes, and assist patrons with basic skills on the computers and Internet, including MS Word & PowerPoint.
- Monitors volunteers when appropriate
- Learns and complies with Library policy
- Performs special duties as assigned
- Receives and responds to general information requests by telephone, in person, in writing and/or social media.
- Monitors noise level in the Library and to the best of his/her ability assures that patrons show respect for those needing quiet
- Weekly Cleaning and/or as needed, includes vacuuming, mopping, dusting, bathrooms, windows, etc.
- There will be a 90 days' probationary period.
- Other duties as assigned

We wish to thank all applicants for their interest and effort in applying for this position, however, only candidates selected for interviews will be contacted.

(WV is an At Will Employee State)

Applicant Information

Name: _____ Date: _____

Address: _____
Street Address *Apartment/Unit #*

City _____ State _____ ZIP Code _____

Phone: _____ Email _____

Position Applied for: _____

Date Available: _____ Desired Salary: \$ _____

Days/time that you are available to work _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

I certify that the statements made by me on this application are true, complete, and correct to the best of my knowledge and are made in good faith.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I authorize you to make such investigations and inquiries of my personal and/or employment history as may be necessary in arriving at an employment decision.

I hereby release employers, schools, or persons from liability in responding to inquiries in connection with my application.

Signature: _____ Date: _____

Return To:
Attn: Library Position
Five Rivers Public Library
301 Walnut St.
Parsons WV 26287