

# Help Wanted:

Now Hiring - Join our team at Five Rivers Public Library, Parsons WV. Part Time (21-24 hours per week). Applications available at the library, web site, <https://fiverivers.wvlibrary.info> or our Facebook page.

Posted until position is filled

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## Library Assistant

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

Pay Rate: Discussed at Interview

Posted Date: 11/7/2024

Deadline to Apply: Until position is filled.

QUALIFICATIONS: Ability to work Monday – Saturday, morning, afternoon and evening hours required. Ability to work a flexible schedule. Education, High School Diploma, Computer experience preferred, Microsoft office suite. Library knowledge is preferred. Clean-Cut appearance. Must be at least age 18.

APPLICATION: Submit 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](mailto:help@fiverivers.wvlibrary.info).

### \*\*Duties will include, but are not limited to

- Customer service is a must. Greets, assists, interact with patrons and refers patrons according to their needs.
- Social media savvy
- 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.
- Shelf reads and straightens new books and other stacks as necessary
- Performs all aspects of opening and closing circulation desk, and library.
- Works with minimum or no direct supervision
- Answers incoming phone calls; makes referrals or takes messages as appropriate
- Fulfills Inter-Library Loan requests from other libraries, patrons and notifies patrons upon availability.
- Annual continuing education, travel to other libraries and possibly of overnight travel for conference.
- Speaks knowledgeably about all Library programs and services for children, young adults, and adults
- 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.
- Onsite training on the Innovative Millennium circulation / Cataloging system and its processes. Training on the micro-viewer, The Parsons Advocate electronic files and instructs borrowers on usage as necessary. Checks in and out all Library materials and collects appropriate fines for all overdue materials. Performs registration of patrons and inputs patron information. Prints overdue notices and bills, checks the shelves for the items and telephone, mails or emails notices to patrons as directed.
- 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

