

## **LIBRARY ASSISTANT**

The Apalachicola Margaret Key Public Library is seeking a part-time Library Assistant to help in the library. Applicants should have a positive, enthusiastic, and professional demeanor. Job description and compensation details are listed. Position works directly with the public, handling item checkouts, clerical work, and cleaning, as needed. Verbal and written communication skills, and computer literacy are required. Submit resume, and three professional/academic references to City Clerk at [lmathes@cityofapalachicola.com](mailto:lmathes@cityofapalachicola.com).

## **RESPONSIBILITIES**

### **A Library Assistant will need to:**

- Check library materials in and out; issue library cards according to established procedures
- Handle daily cash transactions
- Organize and shelve or file materials, as appropriate
- Instruct and assist visitors using computers, accessing online resources, and using technologies such as devices for printing/copying/faxing/scanning
- Help visitors find materials, using the Dewey decimal system, and internal systems.
- Assist with programs, marketing, and library special events
- Clean public spaces daily, including regular mopping and vacuuming
- Exercise discretion in handling sensitive topics and documents while serving the public

## **REQUIRED KNOWLEDGE AND ABILITIES**

- Valid driver's license
- Skills in organizing, planning, and record-keeping.
- Committed to public service values: Must be patient and helpful with all patrons.
- Comfortable using Windows operating system, basic office software, Google suite, web browsing and search engines skillfully.
- Value principles of impartiality, patron privacy, and intellectual freedom.
- Communicates well in writing and face to face
- Able to work independently and demonstrate good judgment

Must be punctual, dependable, and a team player. Ability to supervise and work pleasantly with people of all races, ethnicities, orientations, and socio-economic backgrounds, etc.

Hiring will be contingent on passage of a background check and drug testing.

## **PREFERRED**

- Relevant experience with teenagers or children in a public/educational setting; and demonstrates clear ability to work and interact with children and teens.
- Able to successfully coordinate, plan, and lead activities independently.
- Knowledge in creating promotional materials using Canva or other design platforms.

**COMPENSATION**

\$15 per hour. 20 work hours per week. City of Apalachicola employee with room for growth. No benefits provided.

**NOTE**

Physical Demands— • Nature of work requires an ability to effectively communicate and exchange information, collect, compile, and prepare work documents operating standard business office equipment. • Travel by automobile is required for position responsibilities and/or training.

Work Environment— • Majority of the work is performed in a general office/library environment. May occasionally be outside.

Disclaimer— The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.