



KEMPER-NEWTON REGIONAL LIBRARY

Part-Time Position Available: Kemper Circulation Assistant

Location: Staff member floats between Kemper County Public Library Branches in Scooba and DeKalb, spending time in each location every week.

Schedule: 16 hours per week. Usually weekday shifts, but weekend or evening hours may be required. Schedule is fixed, and any alterations to standard hours are given at least 7 days in advance.

Duties include: Responding to customer inquiries either in person or by phone, performing all duties associated with an automated circulation system, processing library card applications and orienting patrons to library services, as well as assisting patrons with book selections and the use of the online public access catalog and other digital resources provided by the library. Creating, marketing and hosting programs for library patrons of all ages. A considerable part of this position consists of assisting library patrons with public access computers and their own devices as they use the library's WiFi connection, printers, scanners, copier and fax. May also be assigned to assist with special events, perform outreach at schools or daycares locally, or work on projects assigned by the DeKalb Branch Manager, the Business Manager, or the System Director.

Must have excellent interpersonal communication skills and enjoy working with people, as this job requires a high level of interaction with the public. An ability to multi-task and prioritize while delivering superior customer service is also desired.

Required qualifications: High school diploma and at least six months of customer service experience. Proficiency with basic computer operations and working in a Windows-based computer environment. Ability to alphabetize, do basic arithmetic (such as needed to make change and count a cash drawer), and put numerals and decimals in order. Ability to lift up to twenty-five pounds. Ability to work independently with minimal supervision and to work effectively as part of a dynamic team.

Preferred qualifications: Associate's degree or higher. Experience using Microsoft Office Suite, Google Docs, email, a smart phone, and social media. Comfort and ease navigating online. Previous library experience. Experience and comfort working with children and/or assisting others with computers and technology is a plus.

Beginning salary: \$7.25/hour

Questions about this position should be addressed to Meredith Wickham at mewickham@kemper.lib.ms.us.

To apply for this position: Please send PDFs of your resume, a cover letter, and contact information for three work references as an email attachment to: knrlsdirector@gmail.com with "**Kemper County Circulation Assistant**" in the subject line. Attachments that are not PDFs will not be opened! Review of applications will begin immediately and continue until the position is filled.