



KEMPER-NEWTON REGIONAL LIBRARY
Full-Time Position Available: Circulation Assistant

Schedule: 30 hours per week. Usually daytime shifts, but weekend or evening hours may be required. Schedule is fixed, and any alterations to the standard hours are given at least seven 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. 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 Branch Manager, Business Manager, or 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 with decimals in order. Ability to lift up to twenty-five pounds. Ability to work independently with minimal supervision.

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 is highly desirable. Experience and comfort working with children and/or assisting others with computers is a plus.

Beginning salary: \$7.25/hour plus a generous benefits package.

Questions about this position should be addressed to Brenda Williams at brenwill@kemper.lib.ms.us or by calling 601-774-9297.

To apply for this position: Please send PDFs of your resume, a cover letter, and contact information for three references as an email attachment to: knrlsdirector@gmail.com with "Newton Circulation Assistant" in the subject line. Review of applications will begin August 26th and continue until the position is filled.