

The Maury Loontjens Memorial Library is seeking to fill the following position:

Library Tech - Monday, Tuesday, Friday morning 9 AM-1:30 PM and Saturdays 9 AM-1:30 PM.

#### Job Summary

- Provides general assistance to library patrons
- Performs paraprofessional duties related to the daily operation of the library
- Effectively utilizes the library's automated circulation system
- Assists with technical services processing shelving materials

#### Responsibilities

Provides exceptional customer service, answers general reference questions and readers' advisory

- Maintain library patrons account information, place holds, locate materials, and process fines through integrated library circulation system
- Process incoming and outgoing materials from delivery
- Perform administrative tasks as necessary
- Set up and breakdown rooms for library programs as needed

Requirements • High School Diploma • 1-3 years' library experience preferred or customer service experience • Ability to work independently with a high degree of accuracy • Proficiency in using computer software programs (MS Office, Google Products, etc.) • Proficient interpersonal and customer service skills • Excellent oral and written communication skills • Excellent organizational skills • Must be able to lift 30 pound boxes and push a 50 pound cart.

Resumes can be sent via email to [pattiarkwright@narlib.org](mailto:pattiarkwright@narlib.org) to apply for this position. Three professional references should be included. Deadline for applying is 12/29/23.