

## Two Part-time Library Assistant Adult Services Positions at Central Library (Harrisonburg)

Massanutten Regional Library (MRL) is seeking two part-time employees to fill the position of Library Assistant in the Adult Services Department at the Central Library in Harrisonburg, VA.

### **Position A**

This position is 21.25 hours per week. The Adult Services department has a two-week schedule rotation and this position requires working every other Saturday in that rotation.

Week 1		Weeks 2	
Monday	8:45 am – 1:00 pm	Monday	8:45 am – 1:00 pm
Tuesday	8:45 am – 1:00 pm	Tuesday	8:45 am – 1:00 pm
Wednesday	8:45 am – 1:00 pm	Wednesday	8:45 am – 1:00 pm
Thursday	8:45 am – 1:00 pm	Thursday	8:45 am – 1:00 pm
Friday	8:45 am – 1:00 pm	Saturday	8:45 am – 1:00 pm

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### **Position B**

This position is 20.25 hours per week. The Adult Services department has a two-week schedule rotation and this position requires working every other Saturday in that rotation.

Week 1		Weeks 2	
Monday	1:00 pm – 5:00 pm	Monday	1:00 pm – 5:00 pm
Tuesday	1:00 pm – 5:00 pm	Tuesday	1:00 pm – 5:00 pm
Wednesday	1:00 pm – 5:00 pm	Wednesday	1:00 pm – 5:00 pm
Thursday	1:00 pm – 5:00 pm	Thursday	1:00 pm – 5:00 pm
Friday	12:00 pm – 4:15 pm	Saturday	12:00 pm – 4:15 pm

Primary duties for both positions include providing customer service to library patrons at the Reference Desk and on the phone, including answering basic reference questions, providing in-depth information about library services and resources, and assisting with computer applications. The Library Assistant works under the supervision of the Head of Adult Services.

Applicants must have excellent communication and technology skills. Candidates with customer service experience and general knowledge of library systems preferred. The minimum education requirement is a high school diploma or its equivalent. Foreign language skill is a plus.

The physical demands for this position include the ability to operate a variety of office equipment; frequent computer use, which requires repetitive wrist, hand, and finger motions and extensive screen time; sitting at a desk and standing for long periods; stooping, bending, and stretching when retrieving library materials from high and low shelves; and the ability to lift and carry up to 25 pounds and to push/pull library carts.

The rate of pay for these positions is \$15.00 per hour with part-time sick and vacation leave benefits. The anticipated start date for these positions is October 28, 2024.

Applications are available at [www.mrlib.org/jobs](http://www.mrlib.org/jobs). Completed applications in a pdf format can be submitted by e-mail to [jobs@mrlib.org](mailto:jobs@mrlib.org). Applications may be mailed to Massanutten Regional Library – Admin Office, 174 S. Main Street, Harrisonburg, VA 22801 but e-mail submission is preferred. Position open until filled.

**We have several new job postings. Please indicate the position you are applying for and if you are applying for position A, B or either on your application.**