

Part-time Library Assistant Position at Central Library (Harrisonburg)

Massanutten Regional Library (MRL) is seeking a part-time employee to fill the position of Library Assistant in the Circulation Department at the Central Library in Harrisonburg, VA.

This position is 15.5 hours per week.

Schedule

Week 1		Week 2		Week 3	
Monday	1:00 pm – 5:00 pm	Monday	1:00 pm – 5:00 pm	Monday	1:00 pm – 5:00 pm
Wednesday	5:00 pm – 8:00 pm	Wednesday	5:00 pm – 8:00 pm	Wednesday	5:00 pm – 8:00 pm
Thursday	1:00 pm – 5:00 pm	Thursday	1:00 pm – 5:00 pm	Thursday	1:00 pm – 5:00 pm
Saturday	8:30 am – 1:00 pm	Friday	8:30 am – 1:00 pm	Saturday	8:30 am – 1:00 pm

Includes two Saturdays in a three-week rotation. (Week #1 and Week #3)

Primary duties include providing customer service to library patrons at the circulation desk and on the phone, charging and discharging library materials, issuing library cards, shelving library materials, collecting fees, and routine cleaning of high touch surfaces. The Library Assistant works under the supervision of the Head of Circulation.

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 skills is a plus.

The physical demands for this position include the ability to operate a variety of office equipment, standing for long periods, frequent stooping, bending, and stretching when shelving library materials on high and low shelves, and the ability to lift and carry up to 25 pounds frequently, and to push/pull library carts frequently.

Candidates must have the ability to complete a thorough education, employment, and/or criminal history check as a post offer requirement.

The rate of pay for this position is \$14.00 per hour. The anticipated hire date for this position is December 9, 2024.

Applications are available at www.mrlib.org/jobs. Completed applications in a pdf format can be submitted by e-mail to 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.