

Part-time Library Assistant at Page Public Library (Luray)

Massanutten Regional Library (MRL) is seeking a part-time employee to fill the position of Library Assistant at Page Public Library in Luray, VA.

This position is 23 hours the first week and 22 hours the second week. The work schedule includes a Saturday shift every other weekend. This position has part-time sick and vacation leave benefits.

Week 1 (23 hours)	Week 2 (22 hours)
Monday 9:30 am – 4:00 pm *	Monday 9:30 am – 4:00 pm *
Tuesday 9:30 am – 6:00 pm *	Tuesday 9:30 am – 6:00 pm *
Friday 9:30 am – 2:00 pm	Thursday 9:30 am – 6:00 pm *
Saturday 9:30 am – 2:00 pm	

* indicates 30 minute lunch

Primary duties for this position 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 using a point of sale system, assisting patrons with computer and technology related questions, closing duties, routine cleaning, and helping with library projects and programs. The Library Assistant works under the supervision of the Branch Manager.

Applicants must have excellent communication and technology skills, enjoy working with the public, and be detail oriented. Candidates with customer service experience preferred. The minimum education requirement is a high school diploma or its equivalent.

The physical demands for this position include the ability to operate a variety of office equipment, standing for long periods, frequent stooping, kneeling, bending, and reaching when shelving library materials, the ability to lift and carry up to 20 pounds frequently, and to push/pull library carts weighing 100+ lbs. 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 \$14.50 per hour. The target start date for this position is the week of March 24th.

Please note, the first two weeks of training (approximately 6 half days) take place at the Central Library branch of Massanutten Regional Library in Harrisonburg, VA.

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.