

Part-time Library Assistant 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 either 3.5 hours or 7.5 hours per week. The Circulation department has a three-week schedule rotation and this position requires working two out of three Saturdays.

Week 1 (3.5 hours)
Wednesday 5:00 – 8:30

Week 2 & 3 (7.5 hours)
Wednesday 5:00 – 8:30
Saturday 12:00 – 4:00

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, closing duties, and routine cleaning. The Library Assistant works under the supervision of the Circulation Manager.

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 are 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 20 pounds occasionally, and to push/pull library carts frequently.

The rate of pay for this position is \$13.00 per hour.

Applications are available www.mrlib.org/jobs. Completed applications may be mailed to Lesley Perkins, 174 S. Main Street, Harrisonburg, VA 22801 or e-mailed to jobs@mrlib.org. Position open until filled.