

March 7, 2018
Polk County Public Library / Columbus, NC

NOW HIRING: Part-time Library Materials Handler

Polk County Public Libraries seek an enthusiastic, detail-oriented Materials Handler to join the library's public services team. This is a part-time position based at the Columbus Library, averaging 2 hours a day, four days a week.

Who you are:

- You're attentive to detail and good at keeping things in order
- You're flexible and positive
- You're a team player who thinks quickly on your feet
- You're friendly and have strong interpersonal skills

What you'll do:

- Sort books and other library materials; return them to their proper locations
- Keep library materials tidy and in order
- Check in recently returned library materials using specialized library software
- Assess materials for damage and missing parts
- Assists library customers by answering basic questions and help locate resources in the library
- Be a positive representative of the library, modeling library core values during interactions with colleagues and customers
- Lend a hand for programs and promotions, if needed
- Share ideas and innovations to help make the library even more easy to use, intuitive and friendly

What you need:

- Ability to accurately alphabetize and put things in numerical order
- Basic knowledge of computer technologies, including email and Microsoft operating systems
- Customer service experience preferred
- To be at least 16 years of age

Grade: 9

Starting Pay: \$8.49 hourly

OPEN UNTIL FILLED. FOR PRIORITY CONSIDERATION, SUBMIT APPLICATION AND COVER LETTER BY FRIDAY, MARCH 16, 2018. Complete job description is available at www.polklibrary.org.