

Part-Time Employees Wanted

We intend to fill two part-time positions at the Pine Bluff/Jefferson County Library. The successful candidates may expect to begin with us no later than 2 October 2017.

The job description and qualifications are as set forth at the end of this notice.

The successful candidate will work about 30 hours per week, including some Saturdays, and the salary is \$8.50 per hour. You must have reliable transportation—we have library branches in Altheimer, Redfield, Watson Chapel, and White Hall in addition to our main branch—and at various times one of these may be your work place.

We will accept applications until the position is filled.

HOW TO APPLY: Download an application from our Website: <pineblufflibrary.org>, ➡ About Us, ➡ Employment Opportunities, and download the Employment Application.

You may email or snail mail your completed application: <teubank@pineblufflibrary.org>; or, Pine Bluff/Jefferson County Library, 200 East 8th Street, Pine Bluff, AR 71601; direct your questions to Taylor Eubank, 870-534-4802.

JOB DESCRIPTION:

Part-time Clerk

The Part-time Clerk is to assist the Full-time Staff in the operation of the Central Library, the Branch Libraries, or the overall operation of the Library System in general.

Job Duties

The typical duties of a Part-time Clerk, under the direction of Full-time Staff, Library Managers, Supervisors, or Directors, are as follows:

 Assist people with their circulation needs, including the checking in and out of materials, proper accounting of fines, following the general policies established for the circulation of materials and issuing cards.



The shelving of Books, Videos, Cassettes and all other Library Material, by putting these materials in their proper location according to the call number, and according to Library policies and procedures.



Assist people with their information needs, referring people to the appropriate Full-time staff when necessary (Reference Librarian (or staff), Children's Librarian (or staff), Branch Manager or Bookmobile personnel), and following up with inquisitive inquiries to see if the information provided is fulfilling their information needs.



Assist in the receiving of phone calls and direct them to the proper personnel.



Specific duties as assigned by Full-time Staff, Supervisors, or Library Director.

The Part-time Clerk shall perform any other work or duties as is necessary for the operation of the Central Library, the Branch Libraries, or for the operation of the Library System in general.

Job Qualifications

The Part-time Clerk must meet the requirement of Part-time staff as outlined in the Library's Staff Manual. The candidate should have good communication skills, basic knowledge of the operation of a Public Library, enjoy working with people, reliable transportation, and ability to shelve books and other materials. The successful candidate will be expected to be available for flexible hours, including weekends.