

POSITION:	Part-Time worker – Northeast Regional Library
PLACE:	George E. Allen Library, Booneville Mississippi, a branch of the Northeast Regional Library System.
HOURS:	As-needed on a fill-in basis Some Saturday work may be required
DESCRIPTION:	The part-time worker works under the supervision of the Booneville Librarian and Assistant Librarian. The work requires computer skills and the ability to deal with the public with tact, courtesy and cheerfulness.
DUTIES AND RESPONSIBILITIES:	<p>ROUTINE SCHEDULE</p> <p>Perform opening and/or closing procedures at the library</p> <p>Check out library materials to patrons and check them back in upon return</p> <p>Request books for patrons from other libraries</p> <p>Keep daily circulation records</p> <p>Register new borrowers</p> <p>Keep the library clean, neat and orderly by performing light housekeeping duties</p> <p>Record daily financial transactions</p> <p>Perform any other duties as needed</p>
COMPUTER USE	<p>Become familiar with the library's online catalog</p> <p>Assist patrons in using the library's public access computers</p> <p>Learn the Northeast Regional Library's policy on internet use and how to enforce it</p>
BOOK COLLECTION	<p>Learn the library's collection of materials</p> <p>Keep all shelves in proper alphabetical and numerical order</p> <p>Assist customers in locating materials and in using the library</p>
PUBLIC RELATIONS	<p>Act as goodwill ambassador for library in the community</p> <p>Suggest books and materials to library patrons that might be of interest to them</p>
PROGRAMMING	<p>Assist the Librarian and Assistant Librarian with special library programs including:</p> <ul style="list-style-type: none"> <li>○ National Library Week</li> <li>○ Summer Library Programs</li> <li>○ Weekly story hours</li> <li>○ Any other programming</li> </ul>

Tasks may often require standing or sitting for long periods of time. Employee may frequently exert force equivalent to lifting up to 20 pounds and/or occasionally exert force equivalent to lifting up to approximately 35 pounds. Employee may occasionally encounter environment that is dusty and/or dirty with a lack of environmental control. Must have the physical ability to climb a step stool and rolling ladder, move a book truck, reach with hands and arms, stoop, kneel, crouch and bend. Employee will be required to work under sometimes stressful conditions, and in environments which present continuous interruptions and background noises. Employee will be required to respond appropriately to unexpected situations and scenarios.

**DISCLAIMER:**

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities to do the job. Rather they are intended only to describe the general nature of the job.