

Night/Weekend Supervisor

General Description:

Provides circulation functions to patrons. Performs other duties as assigned. Works with all staff to maintain a well organized circ desk. This position is part time and with minimal supervisory responsibilities. This position reports to senior staff as appropriate.

Job Duties:

- Greet patrons with friendly customer service.
- Complete all aspects of circulation including but not limited to: using OCLC and Workflows to check materials in and out.
- Renew and fulfill holds as needed.
- Assist patrons with locating requested materials.
- Inspect incoming and outgoing materials for damages
- Collecting and keeping track of all fees and fines collected per shift.
- Issue and renew patron library cards.
- Modify patrons' records as needed
- Assist patrons with basic level computer questions as needed.
- Must ensure all opening and closing procedures are completed.
- Will be responsible to keep library keys and security code safe at all times.

Educational/age requirements:

Employees must be 21 years old or older. This position requires a high school degree or equivalent.

All employees must have good verbal and written communication skills and be able to interact harmoniously with all customers and staff.

Applications must be submitted by November, 17 2020.

Interviews will be conducted the week of November 23rd.

Interested parties may apply in person, through the McConathy Public Library Facebook Page or through the RAILS job postings.