



Madison County Vacancy Announcement

Madison County Public Libraries Substitute Circulation Assistant

Position Summary:

Under the supervision of the Branch Manager, provides prompt and friendly service to customers of all ages at the Circulation Desk. Schedule includes evenings and weekends.

This position is non-exempt under the Fair Labor Standards Act.

Where to Apply:

The position is open until filled. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <http://www.madisoncountync.org/employment.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753.

Madison County Government is an Equal Opportunity Employer.

Essential Functions:

- Assists customers with a variety of tasks relating to their use of the library
- Checks in and inspects library books and media materials
- Promotes library programs with patrons
- Answers directional and procedural questions

Education:

- High school diploma or GED
- Clerical or library clerical experience
- Customer service in a public library preferred
- Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities

Knowledge, Skills, and Abilities:

- Ability to work with library customers and staff in a friendly and efficient manner

- Ability to learn and perform routine library functions and procedures accurately and quickly
- Ability to learn and use the computerized circulation system
- Ability to learn and apply money collecting procedures
- Strong commitment to public service
- Positive attitude and strong work ethic
- Excellent oral and written communication skills
- Ability to communicate policy to library customers
- Accurate computer and keyboarding skills
- Ability to maintain reliable attendance and regular schedule.
- Flexibility to adapt to changing situations and to vary work schedule
- Other duties as assigned

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Manual dexterity to operate computer and telephone equipment
- Physical ability to regularly lift library materials weighing up to 40 lbs, and to push fully loaded carts of library materials

Requirements: Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. Must possess a valid North Carolina Driver's License.