**Page – Children’s Department @Ouachita Valley Date Posted: 12/3/2020**

**Part-time – 15 – 20 hours per week Internal deadline: 12/5/2020**

**$8.1312 per hour Website posting: 12/7/2020**

**Answers to:** Branch Manager

**Nature of work:**

 Works under direct supervision of department head

 Performs a variety of manual duties in several departments of the library

**Essential duties and Responsibilities:**

 Re-shelves materials

 Read and straightening of shelves

 Occasional circulation duties

 Organizing materials

 Assist with the opening and closing of the branch

 Archiving/filing materials

 Answers patrons directional questions

 Assists with keeping the building and grounds clean inside and out

 Other duties as requested

**Required Knowledge, Skills and Abilities:**

 Knowledge of library identification system, books and periodicals

 Knowledge of library operations and procedures

 Ability to effectively work with co-workers and the public

 Ability to understand and follow oral and written instructions

**Physical Requirements:**

Work requires some physical exertion such as long periods of standing, recurring stooping, climbing or walking. Recurring lifting of moderately heavy items weighing less than 25 lbs. and may require occasional lifting of objects weighing more than 25 lbs..

 Common abilities such as mobility and dexterity.

**Minimum Required Qualifications:**

 Must be at least sixteen years old and completed the tenth grade of high school

**The Ouachita Parish Public Library is an equal opportunity and At Will employer. After being offered employment at the Ouachita Parish Public Library, the applicant agrees to be tested and successfully pass a drug screen before being accepted for employment. The screening is done by an independent laboratory with the cost being covered by the library. Some positions require a backgrounds check.**

5/15/09 cjc