



## EMPLOYMENT OPPORTUNITY

# Temporary On-Call Library Assistant

*Pay Rate: \$21/hr.  
Various shifts – Days, Evenings and Weekends  
IMMEDIATE OPENING  
Open Until Filled*

### **THE POSITION:**

Assists library patrons in locating library materials; provides information about library services, policies and events; answers ready reference questions and readers' advisory inquiries; performs check in and check out of library material; handles fines and other patron account issues; carries out other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

Two years' experience in a customer service setting.

### **DESIRABLE QUALIFICATIONS:**

Excellent customer service attitude and skills; previous experience working in a public library; experience with Innovative/Sierra ILS; familiarity with library automated systems, Internet resources, library databases, and other digital resources; experience with or training in providing storytimes preferred.

### **EDUCATION:**

Associate's degree or higher

### **OTHER CHARACTERISTICS:**

Essential duties require the mental and/or physical ability to read fine print and computer monitors; converse in person and on the telephone; use a computer keyboard; stoop, bend, reach, and stretch; and strength to safely lift and maneuver items such as books, bins, office equipment, and carts weighing up to 60 pounds.

### **SELECTION PROCESS:**

Following initial review of applications, applicants with the most desirable qualifications will be scheduled for an oral interview.

For further information or to obtain an application, please contact Joyce Nevins at 925-373-5514 or e-mail [janevins@livermore.lib.ca.us](mailto:janevins@livermore.lib.ca.us).