

St. Charles City-County Library District

JOB OPENING

Your answer place!

LIBRARY ASSISTANT

**SPENCER ROAD BRANCH LIBRARY
ST. PETERS, MO**

Part Time: 20 hours per week
Schedule: Week 1 - Monday, Tuesday, Wednesday 5-9pm, Thursday 8:30-5pm
Week 2 - Monday, Tuesday, Wednesday 5-9pm, Saturday 9:30-6pm
Sunday availability STRONGLY preferred

DUTIES:

Perform public service duties interacting with customers in the library and on the phone. Work at the front desk performing duties in circulation, reserves, overdues and other clerical functions. Also perform routine tasks for general branch operations including shelving of materials.

REQUIREMENTS:

Must have knowledge of library practices and procedures and have one year of related experience in customer or public service, good clerical skills, including light keyboarding and filing. Requires high school diploma or GED; 2-4 years of college preferred.

RATE: \$12.13 per hour

DEADLINE: 5:00 pm, Sunday, February 5, 2012

All applications must include a resume and cover letter. Resumes submitted without an application will not be considered and applications submitted without a resume and cover letter will not be considered.

**APPLICATIONS AVAILABLE AT THE CIRCULATION DESK OR ON OUR WEBSITE AT
WWW.YOURANSWERPLACE.ORG**

NOTE: *Due to the large volume of applications received, inquiries regarding application status will not be returned. All applicants will be notified of their status as soon as possible.*

Human Resources
St. Charles City-County Library District
PO Box 529
St. Peters, MO 63376-0529
An equal opportunity employer
1/27/12-2/5/12