



City of Helena

816 Hwy 52 East, Helena, AL 35080

Library Assistant

Job Type: Part Time (Year-Round Position)

17 hours per week total, includes 2 Saturdays per month and some evenings

Closing Date: July 14, 2021 at 5:00PM

All applications are at City Hall and must be turned in to City Hall attention Amanda Traywick

Salary Range: \$10.72/hour

Entrance Requirements

Experience working with the public preferred. Must be able to use a computer proficiently.

Example of Duties

Customer Service position requires ability to work with the public on a constant basis. Strong computer skills required to check materials in/out of library using automated library circulation system. Fast paced environment can include any and all of the following: Providing general information about facility and services, answering telephone, assisting patrons with finding items and information, updating patron records, placing holds on unavailable materials, counting and recording daily revenue, and general clerical duties. Position requires ability to patiently assist patrons with computer questions and help. Must possess ability to work with and around children and young people of all ages. Other duties as required.

Physical Demands

Ability to lift heavy books and boxes, shelve library books, push a full book cart, and stoop to reach low shelves.

THE CITY OF HELENA IS AN EQUAL OPPORTUNITY EMPLOYER. It strives for the constant improvements to the public service by employing and developing the best qualified people available regardless of their race, color, creed, sex, political beliefs, national origin, age, or handicap.

FILING AN APPLICATION: Applicants whose completed applications are not received by the date and time specified above may not be considered.