

***Madison County Public Libraries  
Substitute Circulation Assistant***

Salary: \$8.15/hour

Under the supervision of the Branch Manager, provides prompt and friendly service to customers of all ages at the Circulation Desk. Schedule varies and includes Saturdays at the MCPL-Marshall from 9:00 am-1:00 pm.

**Requirements:**

- 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
- 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
- Ability to maintain reliable attendance and regular schedule.
- Flexibility to adapt to changing situations and to vary work schedule
- Other duties as assigned.
- Good vision and hearing
- 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
- Satisfactory criminal background check and pre-employment drug screening

**Education and Experience:** Qualified applicant must possess High School diploma and have customer service experience, preferably in a library setting.

**Special Requirements:** Applicant must be willing to submit and pass a pre-employment drug/alcohol test, as well as a criminal background check.

**Application Deadline:** May 19, 2017 by 5:00 pm

If you are interested in this position and meet the qualifications, submit a NC State Application (PD 107) to Brooke Smith, Director of Human Resources. Full job description and application are available at <http://www.madisoncountync.org/-egov.html>. EOE