

Employment Opportunity

Library Assistant – Forest City Branch Library

The Forest City Branch Library is seeking a part-time library assistant.

For more information call the library at (570) 785-5590.

To obtain an application visit the library at 531 Main Street, Forest City
or online at susqcolibrary.org

Job description:

- ❖ Maintain the availability of library materials by using library circulation system to check in received materials and items out to patrons. Search the system for items and place requests for items from other libraries.
- ❖ Assist patrons with locating items within the library. Promote events within the library association and the community.
- ❖ Responsible for shelving and organizing materials in their proper sequence using the Dewey Decimal System.
- ❖ Proficient with computers and software, able to learn library circulation program.
- ❖ Able to lift 20 lbs. reach top shelves and bend to lower shelves.
- ❖ Other filing duties as needed.
- ❖ Light cleaning duties as needed.

- ❖ Hours are flexible.

Qualifications:

- ❖ High school diploma required.
- ❖ Reliable transportation.
- ❖ Willingness to interact with the public and courteous phone skills.
- ❖ Maintain an organized work space and keep appearance neat.
- ❖ Responsible for opening/closing, able to work on your own as needed.
- ❖ Basic computer skills: typing, searching the internet, email. Microsoft and Excel a plus.

Please drop off your application at any Susquehanna County Library location!

Susquehanna County Historical Society and Free Library Association

Employment Application

Name: _____

Date: _____

Address: _____

Telephone #: _____

E-Mail Address: _____

Education

High School: _____

Graduation Date (or last year completed): _____

College: _____

Degrees, Dates Attended: _____

Graduate School: _____

Degrees, Dates Attended: _____

Work Experience

Position: _____

Employer: _____

Address: _____

Dates: _____

Responsibilities: _____

Position: _____

Employer: _____

Address: _____

Dates: _____

Responsibilities: _____

Position: _____

Employer: _____

Address: _____

Dates: _____

Responsibilities: _____

Special Abilities (please list)

References

Please list three references with addresses and telephone numbers.

Is there anything else you would like us to know?