



**POSITION OPEN:** Library Assistant I – Part-time

**DATE AVAILABLE:** Immediately

**HOURLY RATE:** \$27.46

**CLASSIFICATION RANGE:** 3

The Ferguson Library is seeking an enthusiastic and creative individual to join our public services team. The successful candidate will have outstanding customer service skills, the ability to communicate effectively and knowledge of the library's services and collections. The ability to work collaboratively with colleagues within and across departments is also a requirement of the position. The applicant should have experience working with people from diverse ethnic and socio-diverse backgrounds.

The Ferguson Library is striving to be an anti-racist and equitable organization. Our staff are people with different strengths, experiences and backgrounds, who share a passion for improving people's lives through education, resources and services. Diversity not only includes race and gender expression but also age, disability status, veteran status, sexual orientation, religious beliefs and many other parts of one's identity. We are deliberate and self-reflective about the kind of culture and workplace we aspire to create.

#### **DUTIES INCLUDE:**

1. Greet and assist library patrons in a courteous and friendly manner.
2. Respond to inquiries, provide information, offer guidance on library resources and services.
3. Assist at customer service desks at assigned branch and participate in training to be able to work at the public service desks in other branch locations in rotation on an as-needed basis.
4. Provide assistance in locating and using library materials and equipment including databases, digital media and mobile devices.
5. Assist with programs and collection maintenance activities as needed.
6. Other duties as required by the department or branch manager.

#### **QUALIFICATIONS**

1. Bachelor's degree preferred or in progress.
2. Bilingual capability a plus (Spanish).
3. Strong interpersonal and communication skills.
4. Exceptional customer service skills and a friendly, approachable demeanor.
5. Basic computer proficiency.
6. Ability to follow library policies and procedures accurately.

7. Detail-oriented and organized.
8. Previous library or customer service experience desired.
9. Availability to work nights and weekends.

If you are interested in being considered for this position, please submit a resume and cover letter by email to [apply@fergusonlibrary.org](mailto:apply@fergusonlibrary.org). Please use the position title in the subject line. This position will remain open until filled.

1/6/2025