

Circulation Desk Assistant

Part-time: Monday and Thursday evenings 5PM to 9PM and Friday Mornings 9AM to 1PM, and the third Saturday of each month 9AM to 5PM. Occasional substitute hours, as needed, including evenings and weekends.

Requirements:

- High School Diploma
- Professional, friendly manner
- Strong customer service and teamwork skills
- Telephone skills
- Ability to multi-task
- Attention to detail
- Computer and Internet proficiency
- Familiarity with standard office equipment
- Money handling experience
- Library experience preferred, but not required.

This position involves standing, stooping and light lifting. Necessary library-specific training will be provided. Starting salary is \$11.00 per hour. This is an hourly position, with no benefits.

Email letter of interest, resume and contact information for three references to mpldirector@mountainsidelibrary.org. These items must be sent as attachments in Microsoft Word or PDF format. Other formats will not be considered. No phone calls or faxes.

The library will only contact candidates they wish to interview.