Mitchell County Public Library Associate Librarian Job Opening

Love books? Enjoy finding information for folks? How about building community? We have a position available for an entry level full-time Associate Librarian. An employee in this position performs circulation and reference work assisting library users in the use of the library and library resources. Tact and courtesy are required when working with all ages of the public, and our library system is dedicated to creating a warm and welcoming library environment. Work is performed under supervision of the Branch Manager who provides direct coaching, mentoring, and feedback. Must be available to work some Saturdays and occasional evening programs/events.

Education Requirements: Preference given to a candidate with a background in public service work or library work. Bachelor’s degree in social sciences, humanities, or related field is always a plus but not required. High School diploma is required. Bilingual-speaking English and Spanish is highly preferred.

Main duties:
- Assist library users in selection of books, materials, and media.
- Become proficient using the library automation system in completing the above tasks.
- Answer telephone and emails in a professional and courteous manner.
- Provide research assistance, with the guidance and supervision of the Branch Manager, by using electronic and print resources.
- Update social media platforms and participate in marketing/publicity on a regular basis, with guidance from the Branch Manager.
- Assist Branch Manager in daily opening/closing tasks, as necessary and as directed.

Knowledge, Skills, and Abilities:
- Need a basic knowledge base of practices and techniques associated with modern library procedures. If no knowledge base, then a strong willingness and desire to learn.
- Ability to help maintain consistent and orderly records and statistics.
- Demonstrate technological competence to assist others with limited digital literacy skills.
- Establish and maintain excellent working relationships with all library staff and volunteers.
- Have a general willingness to learn the patron base and how to engage the public in library activities and events.
- Excellent ability in written and oral communication.
- Treat all patrons with respect, and display empathy and tolerance to all diverse viewpoints.
- Develop an eagerness to engage with further staff development and educational opportunities.

Submit (1) cover letter, (2) brief resume, (3) names of at least three references from either former employers, teachers, and/or organizations you have volunteered for. Incomplete applications will not be considered. Send application as an attachment(s) to Amber Westall Briggs at director@amyrl.org

Salary Range is: $11-$13 an hour Benefits: benefits to enhance quality of life, health, and future, including employee health insurance, excellent retirement plan, paid vacation and sick leave, and a flexible work schedule. Closing Date: Continuous