This is a seasonal part-time position typically ranging from 4-12 hours a week with a maximum of 20 hours per week. The principal functions are to maintain library services during Summer Reading events, assist with shelving library books and materials, assist patrons with document and computer services, and assist the arrangement of furniture and equipment for indoor and outdoor events. Library experience is preferred.

**DEPARTMENT**

· Springville Public Library

**IMMEDIATE SUPERVISOR:**

· Library Director

**JOB DUTIES and RESPONSIBILITIES:**

·Communicate with patrons both in the library and on the phone

·Assist patrons with faxing, printing, photocopying, and computer usage

·Assist staff with moving furniture and equipment for indoor and outdoor events

·Able to shelve books and operate a book cart weighing up to 50 pounds

**JOB REQUIREMENTS**

**Qualifications**:

· Valid driver’s license

· High School Diploma or G.E.D. equivalent

**SKILLS**

· Capacity to work both independently and in a team environment

· Ability to adapt to the daily challenges associated with a busy work environment

· Excellent communication and customer service skills while interacting with the public

· Strong problem solving, conflict management and organizational skills

· Ability to successfully use library circulation software

· Ability to assist patrons with basic computer usage

· Ability to successfully use public copier/fax equipment

· Ability to shelve books numerically and sequentially

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee will frequently be required to walk, stand, sit, bend, talk and hear, and use hands to handle or feel. The employee must be able to lift and/or move up to 50 pounds and may be required to do so on a frequent basis. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Please submit City of Springville application to jtwente@cityofspringville.com.

Job Type: Seasonal Part-time

Pay: $10.20 per hour