

## Circulation Technician-Part Time

The Yazoo Library association seeks a friendly and energetic applicant for the position of circulation technician. We would like to hire an enthusiastic, motivated person who is eager to help patrons and provide excellent library service. This is a part-time position for no more than twenty hours per week. Hours will differ based on needs of the library.

Duties include:

- Reserve, renew, check-in, and check-out books and other library materials.
- Enter and update patrons' records.
- Aid library patrons by locating materials.
- Sort books, publications, and other items and return them to shelves or other designated areas.
- Deliver and retrieve items throughout the library by hand or using a book cart.
- Assist patrons with mechanical operations of library equipment.
- Answer directional questions and refer patrons to appropriate personnel.
- Perform other related work as required.

### Knowledge and Abilities

- Ability to operate library machines and systems.
- Working knowledge of the internet and computer applications.
- Good time-management skills in order to set priorities and meet assignment deadlines.
- Ability to comprehend and follow instructions.
- Good communication skills: both written and oral.
- Willingness to maintain and improve skills in areas related to the job.

### Education and Experience

- High School Diploma or GED.
- Some previous library or related work preferred.

**Compensation:** \$10 hourly

**Available:** Immediately

**Contact:** Craig Wooten, [cwooten@yazoo.lib.ms.us](mailto:cwooten@yazoo.lib.ms.us) or 662.746.5586

**Location:** Yazoo Library Association (B.S. Ricks Memorial Library)

**Date Expires:** Open Until Filled