



Job Opening

Paraprofessional- Adult Services

Location: Middendorf-Kredell Branch, 2750 Hwy K, O'Fallon, MO 63368

Status: Part Time, 20 hours average per week, Saturday and Sunday availability required
Week 1: Thursday 1:00pm-9:00pm, Friday 2:00pm-6:00pm, Saturday 9:00am-6:00pm
Week 2: Sunday 1:00pm-5:00pm, Thursday 1:00pm-9:00pm, Friday 9:30am-6:00pm

Advertised schedule may change based on the operational needs of the Branch. Applicants should have some flexibility in their schedules to accommodate schedule changes as needed.

Duties: Performs public service duties and tasks necessary for the day-to-day operation of a library branch. Responds to initial reference inquiries, performs reference interviews, locates the basic information or materials and offers alternate sources. Plans and presents programs for all ages, merchandises the collection, and actively engages in reader advisory. Assists customers with e-readers/other devices and use of technology within the library. Provide one-on-one instruction and troubleshoot computer and mobile device questions.

Requirements: BA/BS degree in a field compatible with library service and minimum 1 year of experience in customer or public service. Proficiency in use of Microsoft Office products, the Internet, and email expected. Strong verbal and written communication skills required.

Physical Abilities: Physical work associated with the position includes, but is not limited to: bending, walking, kneeling, pushing, pulling, standing, lifting and moving 25-30 pounds minimum in library materials. Ability to hear and speak with library customers. Ability to reach high and low to return materials to the shelves. Sufficient personal mobility to attend meetings at various locations within the District.

Compensation: \$17.01 per hour

Salary Track: 13/A

Deadline for applications: Monday, January 16, 2017

Applications are available at Library Branches or on our website at www.youranswerplace.org.

For immediate consideration: Resume with cover letter and completed application can be returned to the Library Branches, emailed to HR@stchlibrary.org, or sent to SCCCLD, Human Resources, 77 Boone Hills Dr., St. Peters, MO 63376.

Please note: We appreciate your interest in the Library District, but due to the high volume of responses, we may only be able to contact those applicants that we wish to interview.

It shall be the Mission of the St. Charles City-County Library District to serve as the information utility that provides excellent and economical public library services to the residents and tax-payers of St. Charles County.