

# JOB VACANCIES

**LIBRARY ASSISTANT – Part-time, 16-29 hours per week, Saturdays included;  
Hardeeville Community Library, Hardeeville, SC**

**SUBS (substitute) – as needed (two openings)**

**All positions open until filled**

## **Position Summary**

The Library Assistant provides excellent frontline circulation customer service for patrons and visitors to the library. Working in a team-based environment under the daily guidance of the Branch Manager, routine tasks include operating a web-based circulation system, opening and closing the library building, monitoring patron and building security during assigned hours, and performs other tasks deemed necessary.

## **Schedule**

All positions may include morning, afternoon, evening, and weekend hours. Employees may be required to adapt to future schedules and location changes depending on library needs. Hourly rate depends on level of experience.

## **Benefits**

Full-Time Hours Per Week: 35 (eligible for all leaves, fringe benefits and programs).

Part-Time Hours per week: 30-34 (eligible for SC Retirement System and AL/SL on a prorated basis).

Part-Time Hours Per Week: 16-29 (eligible for SC Retirement System, and AL/SL on a prorated basis).

Part-Time Hours Per Week: 1-15) (not eligible for any Library fringe benefits; however, will be paid for any official Holiday that falls on their regular scheduled workday).

Subs (substitutes): Work as Needed (not eligible for any leave, fringe benefits or programs).

## **Minimum Qualifications**

Experience: Minimum of one year of customer service, library or retail experience is required.

Education: High School diploma or GED. A valid form of ID is also required.

## **Preferred Qualifications**

Knowledge or experience working in a library or bookstore setting. Ability to use Microsoft Word and Excel to maintain records and prepare reports. Bilingual in English/Spanish is a plus.

## **WORK ENVIRONMENT/PHYSICAL REQUIREMENTS**

Physical requirements include ability to stoop, twist, turn and move materials in the library; ability to lift moderate weight up to 30 pounds in the handling of library materials; ability to push carts, bins and book trucks loaded with library materials weighing up to 100 pounds.

## **METHOD OF APPOINTMENT**

Applicants must complete online, fillable application. Application may be printed/scanned, then emailed to [lreed@ahjlibrary.org](mailto:lreed@ahjlibrary.org). Qualified applicants may be contacted for an interview. A background check and drug screening are required before employment. EEO