



JOB ANNOUNCEMENT LIBRARY ASSISTANT

The Satsuma Public Library Board is accepting resumes for the position of Library Assistant.

Job Overview

Satsuma Public Library Board seeks a dedicated and detail-oriented individual for the position of Part Time Library Assistant. The hours are Wednesday, Thursday, Friday and every other Saturday. This role is ideal for someone who enjoys working with the public, has strong communication skills, and is proficient in using technology.

Key Responsibilities

- Staffing circulation desk, responding to patron inquiries, and providing assistance with library resources
- Assist patrons in finding materials and answering research questions
- Maintain collections by shelving books, processing new and donated books, performing other tasks as assigned
- Answering phones, sending faxes, making copies/scans

Required Skills and Qualifications

- High School Diploma or equivalent
- Excellent communications skills
- Computer/Internet skills
- Five years experience in library environment or related field is preferred.

A full job description may be obtained by emailing tclearman@satsumalibrary.com or stop by Satsuma Public Library.

How to Apply: Resume may be emailed to tclearman@satsumalibrary.com. You may also mail or drop off resume at: Satsuma Public Library 5466 Old Hwy 43 Satsuma, AL 36572 on Monday, Wednesday, Friday 10:00a.m. - 5p.m., Tuesday and Thursday 10 a.m. – 6 p.m., Saturday 9:00a.m.- 2p.m. RESUMES WILL BE ACCEPTED UNTIL MONDAY, JUNE 2 AT 5 PM.

Satsuma Public Library is a Drug Free Workplace and all applicants will be subject to a background check as well as drug and alcohol testing in accordance with the ALABAMA DRUG-FREE WORKPLACE POLICY. SATSUMA PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER AND A PARTICIPANT OF E-VERIFY.