



City of Carmel-by-the-Sea

LIBRARY ASSISTANT

(Part-Time)

Open Until Filled

First Review of Applications:

June 11, 2018

Hourly Rate: **\$21.42-\$26.04**

Placement within the range DOQ.

[Apply Today!](#)

Every year, over 100,000 people visit the **Harrison Memorial Library** seeking everything from books and e-books to history archives, adult and children's programs, literacy services, job search help and much more.

YOU WILL MAKE A DIFFERENCE BY:

- * Creating a community of readers and learners.
- * Providing patrons of all ages with resources, information, and programs.

ABOUT CARMEL-BY-THE-SEA

Carmel-by-the-Sea is rich in natural beauty and prides itself on its white sand beach, luxuriant landscape bluffs, verdant urban forest, natural parklands, and roadside greenbelts and its dedication to the arts. First incorporated as a City in 1916, the community was founded by artists and writers.

Equal Opportunity Employer (EOE).

Reasonable Accommodations: Please contact Human Resources at least five (5) days in advance of the selection process by calling (831) 620-2008. The information contained within this announcement may be modified or revoked without notice and does not

- * Do you love working with the public?
- * Do you enjoy providing exceptional customer service?

If you answered **yes** to the above questions, then the part-time **Library Assistant** position might be right for you.

The City-of-Carmel-by-the-Sea is looking for a Library Assistant to provide general assistance to patrons and perform a variety of clerical duties, including check out books and library materials; update patron accounts; issue library cards; perform searches for books and materials; sort, load and unpack books; organize, shelf and file books, periodicals and other materials; receive, process and route library materials.

CANDIDATE PROFILE: The ideal candidate will be self-motivated, tactful and courteous, detail-oriented with strong customer service skills; able to communicate in a clear and concise manner, as well as effectively organize workload, and maintain accurate records.

EDUCATION, TRAINING & EXPERIENCE: Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be: Equivalent to the completion of the 12th grade and one year of work experience, preferably in a library setting.

PHYSICAL DEMANDS: Ability to sit, stand, walk and kneel; perform physically demanding tasks; handle materials, boxes, and equipment; lift up to 30 lbs.

