

# MONTGOMERY COUNTY

HUMAN RESOURCES DEPARTMENT  
MONTGOMERY COUNTY • VIRGINIA  
WWW.MONTGOMERYCOUNTYVA.GOV



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CHRISTIANSBURG, VA 24073  
PHONE: 540.394-2007

POSITION VACANCY

## LIBRARY SERVICES SPECIALIST

### Montgomery Floyd Regional Library – Christiansburg Branch Location

Montgomery County, Virginia

#710152-1

The Christiansburg Library, a branch of the Montgomery-Floyd Regional Library System is looking for a dedicated, friendly and customer-focused individual for the part-time position of Library Service Specialist. The essential function of the position is to facilitate the public's access to library services and materials.

Position responsibilities include delegating front desk work flow; performing front desk duties and shelving materials; handling money accurately; using library databases and reference materials to respond to patron requests; assisting patrons with use of library equipment and services including digital access, and e-books; assisting or running programs; and training frontline staff. Schedule will include some nights and weekends and may vary; must be flexible.

Position requires an associate's degree or the equivalent of two years of college or vocational school education and relevant customer service experience. Public library experience is preferred. Applicants should have excellent oral and written communication skills, computer skills and experience with Microsoft Office.

Pay is \$14.35 per hour with some benefits. Deadline for application for consideration **January 28, 2022**. Interested candidates should apply online at: <http://www.montgomerycountyva.gov/hr>. To request an application accommodation for disabilities, contact Human Resources at 540.394.2007

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