



POSITION VACANCY

LIBRARY ASSOCIATE – PART TIME; Multiple Openings Available

Montgomery-Floyd Regional Library System
#710157-3

The Blacksburg and Christiansburg branches of the Montgomery-Floyd Regional Library System are looking for dedicated, friendly and customer-focused individuals for the part-time position of Library Associate. 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 supervising and training frontline staff. Schedule will include some nights and weekends and may vary; must be flexible.

Associate's degree or the equivalent of two years of college or vocational school education and relevant customer service experience required; Public library experience is preferred. Applicants should have excellent oral and written communication skills, computer skills and experience with Microsoft Office. Pay \$15.07 per hour with some benefits including medical & dental coverage, optional benefits, accrued time off, and more!

Qualified candidates should apply at: <http://www.montgomerycountyva.gov/hr>. Application review begins immediately; job posting through **Tuesday, August 23, 2022 unless filled**. To request an application accommodation for disabilities, contact Human Resources at 540.394.2007

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