



The Oakmont Carnegie Library is looking for a dynamic person to join our Library Staff. This is a customer service-focused role. Our goal at OCL is to insure a positive customer experience for our library users. The position is part-time. The candidate should have a dynamic outgoing personality. The Library Assistant is responsible for assisting with:

- Circulation
- Basic reference
- Collection maintenance
- Programming/Fundraising
- Assists patrons in the use of library services, equipment, and facilities
- Performs other duties as required

#### Typical Schedule

- Monday 3-8
- Wednesday 10-3
- Friday 12-4
- Weekends on rotation

Approximately 18 hours per week, \$9.00 per hour

**Knowledge and Skills:** Familiarity with automated integrated library systems a plus; computer skills, especially with Microsoft Office; previous experience with music or art programming a plus; ability to interact courteously and effectively with the public and with other staff; ability to respond in an effective manner to the concerns of library patrons.

**Qualifications:** Must have a Bachelor's degree with two years relevant experience working in a library or school. All new hires are subject to drug testing, criminal background and youth clearance checks.

Applicants should submit a cover letter, resume, salary requirements, and three references to [mellorb1@einetwork.net](mailto:mellorb1@einetwork.net) or mail to Beth Mellor, Oakmont Carnegie Library, 700 Allegheny River Boulevard, Oakmont, PA 15139. **No phone calls.**