

Warren P. Sewell Memorial Library of Bremen Employment Position

The Warren P. Sewell Memorial Library of Bremen is accepting applications for a full time Library Assistant. The work schedule will include Tuesday and Thursday Evenings and Saturdays.

Job Description: Work at circulation desk checking materials in and out, assisting library patrons in locating materials, fielding reference questions, registering of patrons, shelving materials, being proficient in the use of computers, office equipment and other current technology. The position requires sitting and/or standing for long periods of time and pushing/pulling loaded book carts, lifting book crates, bending, stooping, reaching and climbing.

The ideal Candidate will possess excellent customer service, communication and interpersonal skills. The applicant should have strong multi-tasking skills, the ability to work as a team player, be detailed oriented, possess excellent filing skills and knowledge of books and authors.

Minimum qualifications: High School Diploma or GED

Preferred qualifications: Customer service; preferably library experience

This is a full time position with the Library Department of the City of Bremen for 40 hours per week; health, vision, dental, disability and life insurance available after 30 days. Starting salary is \$11.00 per hour.

Employment applications for this position may be picked up at the Warren P. Sewell Memorial Library of Bremen and must be returned to the library. Applicants are subject to a background check and testing for drugs and alcohol. This position will be employed for a six-month probation period. The City of Bremen is an equal opportunity employer.