

Position Open: August 25, 2021

**ELKO COUNTY HUMAN SERVICES
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT**

Position: Part-Time – Substitute
Salary: \$12.00 per hour
Application Deadline: Position will remain open until filled.

The Elko-Lander-Eureka County Library System is seeking qualified candidates for a part time substitute position at the following locations: Carlin Branch Library, Eureka Branch Library, Crescent Valley Branch Library, Jackpot Branch Library, and the West Wendover Branch Library.

This position requires an outgoing, energetic person to provide services in a public library setting. Applicant should have experience working with adults and youth as well as general knowledge of data entry and basic computer skills. Customer service skills are desirable.

Successful candidates will work on a “as needed” basis.

Obtain an application and a full job description on-line: www.elkocountynv.net
Elko County Human Services
540 Court St, Second Floor (Physical Address)
571 Idaho St. (Mailing Address)
Elko, NV 89801
(775) 738.4375 phone
(775) 738.5984 fax

Elko County is an Equal Opportunity Provider and Employer

In compliance with applicable laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.



**ELKO COUNTY
HUMAN SERVICES**

571 Idaho Street
Elko, NV 89801
775.738.4375
775.738.5984 (fax)

Job Code: 29901
Date Est.:
Last Rev.: 06/2021
FLSA: Non-Exempt
Probation:

PART – TIME LIBRARY

DEFINITION

This position serves part-time in the Elko County Library.

DISTINGUISHING CHARACTERISTICS

Part-time hourly position only.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from regular library staff.

EXAMPLES OF DUTIES

Duties are dependent upon department coverage and are attached separately. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth to address business needs and changing business practices.

EXPERIENCE AND EDUCATION

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

LICENSES OR CERTIFICATES

Must have valid Nevada driver's license or be able to obtain one if hired.

OTHER REQUIREMENTS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects or controls; and reach with hands and arms. The employee may be required to stand or walk for long periods of time.

The employee must be able to lift and / or move up to **40 pounds**. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

PART – TIME LIBRARY – SUBSTITUTES

Supervision:

- Reports to Assistant Director.

Job Objective:

- Responsibilities range from routine clerical and customer-service activities

Essential Functions and Responsibilities:

- Accurately taking phone messages and inquiries.
- Enters patron information correctly into Polaris, the library's automated cataloging system.
- Checks in and out library materials to patrons.
- Responds to public inquiries, including reference and reader's advisory questions, in a courteous manner; provides assistance to patrons in using Polaris, provides information within the scope of their individual knowledge, and refers to Assistant Director as appropriate.
- Assists with daily clerical duties.
- Assists in maintaining a neat, presentable, and professional library atmosphere.
- Assists in cleaning, including dusting, vacuuming, wiping down shared surfaces, and cleaning materials as they are returned.
- Shelves library books and materials quickly and accurately.
- Enforces Library rules.
- Assists in monitoring Library security, safety, and health conditions.
- Maintains an ethical and respectful attitude regarding patrons and staff.

Qualifications:

- Possesses any combination of experience and education that would likely produce the required knowledge and abilities.
- Ability to communicate effectively, patiently, and courteously with library employees, supervisor, patrons, and other community members.
- Ability to handle multiple activities or interruptions at once and to work positively and effectively within a team model.
- Ability to accomplish given tasks in a time effective manner.
- General knowledge of computers, office equipment, and various craft tools.
- General knowledge of library classification systems such as the Dewey Decimal Classification System and/or the Library of Congress subject headings.
- Willingness to provide professional quality work at all times.
- Ability to work without supervision and is a self-starter.