

The Warren County Public Library in Bowling Green, KY is currently accepting applications for a part time Library Assistant.

Duties: MAY INCLUDED BUT NOT LIMITED TO: Assist patrons at public service desks (check items in/out, accept payments on accounts, etc.); Locate library materials for loan; Assist patrons with information inquiries and the use of library resources; Sort and shelve library materials, Door to Door deliveries.

Position requires: High School Diploma or GED; or equivalent education and/or experience; Excellent interpersonal skills with the ability to deliver exceptional customer service; Effective written and oral communication skills with the ability to establish and maintain friendly and effective working relationships with others; ability to organize and prioritize; ability to use a computer and other office equipment proficiently. Knowledge of library procedures, systems, and techniques are preferred. Work schedule is up to 21 hours per week and includes daytime, evening and weekend hours. Traveling to branch locations may be necessary.

Applications will be accepted until the position is filled. Please send application/resume to employment@warrenpl.org or to:

Warren County Public Library
Attn: Human Resources
1225 State Street
Bowling Green, KY 42101