

# San Augustine Public Library

## Now Hiring

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### **Circulation Librarian**

**Full-time: Mon. thru Fri. 8:30am – 5:30pm (40 hrs. per week)**

Duties include assisting the public in the use of library services, equipment, and materials, along with overseeing the circulation of various types of library materials. The Circulation Librarian is primarily responsible for managing the front/circulation desk; which involves greeting patrons, issuing and updating library cards, checking library materials in and out, managing overdue materials, collecting fines and fees, and answering the phone.

Applicants must have good people skills, experience with standard office equipment (faxes, copiers, printers, scanners, etc.), above average computer skills, and the ability to aid and instruct others in the use of computers.

High school diploma or GED equivalent required, in addition to at least one year of college education and/or library experience.

### **Library Assistant (Book Repair)**

**Part-time: Mon., Tues., & Thurs. 8:30am – 5:30pm**

**Wednesday 8:30am – 2:30pm (30 hrs. per week)**

Duties include assisting the public in using library services, equipment, and materials, check-in and check-out, along with repairing books and other items. Prior knowledge of book repair unnecessary, crafting skills would be beneficial.

Applicants must have good people skills, experience with standard office equipment, and basic computer skills.

High school diploma or GED equivalent required

**Closing date: 5:00pm Fri., November 13.**

To apply, please submit, a resume with cover letter and fill out an application at the library. For more information, call the library at 936-275-5367.