

HELP WANTED: Part Time Information Specialist

The Hackley Public Library is looking for a part-time Information Specialist to join our team.

Starting pay is \$13.80 per hour. Scheduling includes evenings and Saturdays and no more than 19 hours per week.

Primary functions include welcoming visitors to the Library, checking materials in and out, returning items to the shelves, and issuing library cards following established library policies and procedures. Duties also include answering, directing questions, and assisting patrons in using library services and programs.

Must be friendly, customer-oriented, able to multi-task and prioritize tasks in a busy work environment. We are looking for someone who enjoys reading, learning, and passing on knowledge.

Candidates who are bilingual or can communicate in sign language will be given special consideration.

For interested applicants, please send your resume to jzappacosta@hackleylibrary.org until October 29th, 2021