



Alleghany Highlands Regional Library
406 W. Riverside Street
Covington, VA 24426
(540) 962-3321

Part -Time Library/Public Services Assistant

The Alleghany Highlands Regional Library seeks a motivated individual knowledgeable in library, office, and customer service procedures.

Duties: Daily circulation, data collection, generation of reports, shelving of materials, assisting with planning and implementation of library programming, assisting patrons in locating books and materials, fulfilling reference and research needs, and additional duties as assigned and/or needed.

Qualifications: High school graduate or GED required. One year of experience working in a library, office environment, or customer service setting preferred. Candidate must be dependable, creative, self-motivated, and work well with the general public and co-workers. Interested individuals must also have excellent organization, communication and interpersonal skills, possess computer and technology skills, and be familiar with general Internet searching procedures, Google applications, and Microsoft Office software. Physical requirements include walking, bending, stooping, and lifting books and files of approximately 35 lbs. or less. Must have flexible schedule to work evenings and Saturdays; some job training available.

Position open until filled.

Applications available online at www.ahrlib.org. Qualified applicants should submit the completed application, a detailed resume, and contact information for three references via email to Lisa Hicks, Director, at lhicks@ahrlib.org.

The Alleghany Highlands Regional Library is an equal opportunity employer.