**JOB POSTING**

**ADULT PROGRAMMING AND CIRCULATION CLERK – NEW HAVEN BRANCH**

Scenic Regional Library’s New Haven branch is seeking qualified candidates to fill a part-time position. The position involves working at the circulation desk assisting patrons in finding materials and answering reference questions, assisting patrons with technology-related questions and issues, and includes other general clerical duties.

This position coordinates monthly programs for adults at the branch – not teaching them, but generating program ideas, scheduling and making the necessary arrangements. This position requires the ability to lift up to 40lbs.

The salary starts at $10.50 per hour for 16-20 hours per week, including some evening and Saturday hours. A high school diploma, good computer skills, and customer service experience are required.

For an application and complete job description, visit [www.scenicregional.org/employment](http://www.scenicregional.org/employment).

Application can be mailed or hand delivered to Scenic Regional Library 901 Maupin Ave, New Haven MO or scanned and emailed to employment@scenicregional.org.

**Deadline is May 12th at 5pm.**

If you have applied for positions with the library in the past, please re-apply ; we will only consider new applications for this position.

**Effective 5/2/2017**