



# Latah County Library District

Moscow Library – District Headquarters

110 South Jefferson St

Moscow, ID. 83843

Phone: (208) 882-3925

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[www.latahlibrary.org](http://www.latahlibrary.org)

## JOB ANNOUNCEMENT

Job Title: Library Assistant I Shelver, Moscow branch

We are looking for an energetic team player with an eye for detail to work in a fun, fast paced setting. They must be able to work well independently, carry out instructions without direct supervision and be accountable for their time. Candidates must be able to help members of the public of various backgrounds and ages locate and retrieve library materials.

### Regular Tasks Include:

- Keep library materials shelved following established shelving guidelines
- Organize materials in alphanumeric order & shelve materials in proper locations in a timely manner
- Shelf read as needed & assigned
- Shift materials, as needed, to allow for easy access and avoid damage to items
- Straighten and pick up all stack areas and tables throughout each shift
- Answer or refer patron questions appropriately
- Help patrons and staff locate materials as needed
- Empty outdoor book-drop bin
- Move materials from circulation desk to other departments within the library as needed
- Retrieve materials to fulfill patron requests as necessary
- Retrieve materials for rotations between branch libraries as needed
- Other duties as assigned

### Qualification/Competencies:

- High school diploma or GED
- Ability to locate library materials using library catalog and classification scheme; filing alphabetically, numerically, or chronologically.
- Ability to work independently with attention to detail; sit, stand, reach, squat, stoop, and lift up to 25 pounds; read, write, and speak English; and see well enough to read spine labels on top and bottom shelves.

- Excellent customer service skills.

Position available: May 14, 2018

Supervisor: Access Services Manager

Salary: \$12.00 per hour

Location: Moscow Public Library

Hours: 15 hours per week, with three five hour afternoon and evening shifts  
Wednesday - Saturday. Must be willing to occasionally cover other  
afternoon shifts.

Application: Apply ONLINE at [www.latahlibrary.org](http://www.latahlibrary.org)

Closing date: May 4th or until filled