

# Library Assistant II: Substitute

Make a meaningful impact in your community and the lives of others by joining the team at the Latah County Library District. The library is building a pool of qualified applicants for part-time Library Substitute assignments within the circulation department at the Moscow library as well as the six branch locations. The ideal candidate must be outgoing and detail oriented, have excellent customer service and communications skills, work well as part of a team, and carry out directives independently.

## LOCATION:

- Substitutes must be able to work in Moscow and at least two of our rural branches

## SCHEDULE:

- Varies, depending upon need. May include daytime, evening, and Saturday hours

## STARTING WAGE:

- \$13.82 per hour

## RESPONSIBILITIES:

- Help patrons of all ages at the circulation desk
- Be available to work at least once every eight weeks
- Provide basic readers' advisory, reference, and computer troubleshooting service
- Help patrons access library materials by processing items at the district's main library in Moscow
- Assist patrons in use of Internet resources and library catalog
- Occasionally participate in district meetings and training workshops
- Assist with daily library tasks as needed, such as shelving
- Help patrons access library materials by working with patrons of all ages at the circulation desk

## MINIMUM QUALIFICATIONS:

- High School diploma or GED, Bachelor's degree or higher preferred
- Good computer skills and familiarity with current digital technologies and devices
- Strong interest in supporting the mission of public libraries
- Ability to think creatively
- Excellent communication skills, including the ability to read, write, and speak English
- A positive attitude, and courteous and friendly manner
- Must demonstrate ability to interact effectively in a fast-paced team environment
- Must demonstrate physical ability to perform library tasks
- Must be able to sit, stand, reach, squat, stoop, and lift up to 25 pounds
- Must have a valid driver's license and reliable transportation, with a willingness to drive to the chosen rural community branch locations

## THE IDEAL CANDIDATE:

Must have excellent customer service and communication skills, work well as part of a team, and carry out directives independently.

Application open until filled. To apply, submit a cover letter and resume and complete the application form found on our website.

