



Latah County Library District

Moscow Library – District Headquarters
110 South Jefferson, Moscow ID 83843
Phone: (208) 882-3925
Fax: (208) 882-5098 URL:
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: September 19, 2018
Supervisor: Access Services Manager
Salary: \$12.00 per hour
Location: Moscow Public Library
Hours: 15 hours per week, with afternoon and evening shifts Monday - Saturday
Application: Apply ONLINE at www.latahlibrary.org
Closing date: August 31, 2018 or until filled