

Part Time Library Assistant II

Make a meaningful impact in your community and the lives of others by joining the team at the Latah County Library District. The Moscow branch has a part-time opening in circulation for an outgoing and detail oriented library assistant.

BENEFITS:

- Pro-rated medical and dental
- Disability and life insurance
- Public Employee Retirement System of Idaho
- Vacation, sick, personal, and holiday leave

SCHEDULE:

- 30 Hours a week
- Monday-Friday, including daytime and evening shifts

HIRING RANGE:

- Minimum \$13.53 per hour

RESPONSIBILITIES:

- Help patrons access library materials by working with patrons of all ages at the circulation desk
- Provide basic readers' advisory, reference, and computer troubleshooting service
- Assist patrons in use of Internet resources and library catalog
- Participate in district meetings, training workshops and other professional development activities
- Assist with daily library tasks as needed, such as shelving
- Complete special projects as assigned

QUALIFICATIONS:

- College degree
- 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, a courteous and friendly demeanor, and an ability to adapt to change
- 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 valid driver's license and reliable transportation

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, complete the application found on our website.

Moscow Public Library |



Latah County Library District

latahlibrary.org

