



Latah County Library District

Moscow Library – District Headquarters
110 South Jefferson St.
Moscow, ID 83843
www.latahlibrary.org

EMPLOYMENT OPPORTUNITY

POSITION: LIBRARY ASSISTANT II – CIRCULATION DEPARTMENT, MOSCOW PUBLIC LIBRARY

ACCOUNTABLE TO: ACCESS SERVICES MANAGER

The Latah County Library District serves residents through its seven libraries, online services, and membership in the regional Valnet consortium..

SUPERVISOR: Access Services Manager

PAY RATE: Beginning rate \$13.00 per hour

BENEFITS: Prorated medical and dental; disability and life insurance; Public Employee Retirement System of Idaho; vacation leave; sick leave; personal leave; holiday leave

HOURS: 25 hours per week, [Tues-Thurs 3-5 hrs/day & Friday – Saturday 7-8 hrs/day]

LOCATION: Moscow, Idaho (may include other district locations in Latah County)

BEGINNING DATE: June 26, 2017

APPLICATION: Apply online at www.latahlibrary.org

CLOSING DATE: May 22, 2017 or until filled

Typical Job Duties and Responsibilities:

- Help patrons access library materials by working with patrons of all ages at the circulation desk
- Be available to work hours as assigned, including Saturdays and early evenings
- Be available to work at the Moscow Library and occasionally other branch libraries as assigned
- Provide basic readers' advisory, reference, and computer troubleshooting service
- Help district and consortium patrons access library materials by processing materials and paperwork at the district's distribution center in Moscow
- Assist patrons in use of Internet resources and library catalog
- Participate in district meetings, training workshops and other professional development activities

Minimum Qualifications: Knowledge, Skills, Abilities, & Personal Characteristics:

- 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, 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 have valid driver's license and reliable transportation

Desirable Qualifications, Education & Experience:

- Work experience dealing with adults and children
- Public library experience