

# Part Time Library Assistant II

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

Position begins February 22, 2018 | Application open until January 22, 2018 or until filled

## 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
- Early evenings + weekends
- Tuesday - Thursday 5 hr shift
- Friday 8 hr shift
- Saturday 7 hr shift

## HIRING RANGE:

- Beginning rate \$13 per hour

## RESPONSIBILITIES:

- Help patrons access library materials by working with patrons of all ages at the circulation desk
- 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
- 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, 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

## THE IDEAL CANDIDATE:

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

To apply, send resume + cover letter to: [hr@latahlibrary.org](mailto:hr@latahlibrary.org)

Moscow Public Library |



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

