

SUBSTITUTE 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 Juliaetta branch has an opening for an outgoing and detail-oriented substitute library assistant.

Position begins as soon as possible. | Application open until filled.

HIRING RANGE:

- \$13 per hour

SCHEDULE:

This position includes two hours every week during **Juliaetta Community Library's** Friday morning storytime and occasional substitute branch manager hours as needed.

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
- Complete special projects as assigned

QUALIFICATIONS:

- High school diploma or GED required; college degree preferred but not required
- 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 customer service skills
- Excellent communication skills, a positive attitude, and courteous and friendly manner
- Must demonstrate physical ability to perform library tasks and carry out directives independently
- Must have valid driver's license and reliable transportation
- Must be able to occasionally work at Moscow and at least one other branch of the Latah County Library system

To apply, complete the Juliaetta substitute application form found on our website.

