



Latah County Library District

Moscow Library – District Headquarters
110 South Jefferson St.
Moscow, ID. 83843
Phone: (208) 882-3925
Fax: (208) 882-5098
www.latahlibrary.org

JOB ANNOUNCEMENT

Job Title: Branch Supervisor – Juliaetta Community Library

Accountable to: Director

Job Summary:

This is a 20 hour per week position responsible for the paraprofessional supervision of the Juliaetta Community Library, one of seven libraries in the Latah County Library District (LCLD). Duties include: Perform circulation desk duties while interacting appropriately with patrons of all ages. Provide readers advisory and reference assistance. Maintain collection of materials housed at branch library, including rotation. Ensure excellent service is provided to all library patrons. Ensure all policies and procedures of the Library District are understood and enforced. Work with other members of circulation team to keep the departmental procedures and manuals updated. Work with circulation team and Technical Services Department to process missing and lost items. Work with Adult Services and Youth Services Managers to plan and develop programming, reference service, and collection development. Supervise volunteers. Provide monthly reports. Identify paperback titles for purchase. Ensure library facility is maintained in orderly, clean, inviting, and safe manner. Provide appropriate programming, including but not limited to storytimes and summer reading program.

Minimum Qualifications/Competencies:

- High school diploma or GED
- At least three (3) years of increasingly responsible library work experience or work experience dealing with the public and/or children
- Basic business and computer skills
- Excellent communication skills, a positive attitude, and courteous and friendly manner with patrons of all ages and with colleagues
- Must be able to quickly establish good rapport with the branch community

Desirable Qualifications:

- Bachelor's degree
- Experience coordinating, planning, and organizing library activities
- Experience using computer applications software
- Experience training or supervising others in library practices and procedures

Position Description: See complete Position Description on library website or at any District Library

Position Available: April 19, 2010

Salary: \$12.06/hour, excellent pro-rated benefits package including PERSI

Location: Juliaetta Community Library, may include other locations

Hours: 20 hours per week, may include evening hours and Saturdays

Application: Application available in LCLD libraries and on website. Send completed application to: Search Committee, Latah County Library District, 110 S. Jefferson, Moscow, ID 83843

Closing Date: March 31, 2010

Branch Libraries

Bovill	Deary	Genesee	Juliaetta	Potlatch	Troy
Bovill, ID. 83806	Deary, ID. 83823	Genesee, ID. 83832	Juliaetta, ID. 83435	Potlatch, ID. 83855	Troy, ID. 83871
Phone/Fax:	Phone/Fax:	Phone/Fax:	Phone/Fax:	Phone/Fax:	Phone/Fax:
(208) 826-3451	(208) 877-1664	(208) 285-1398	(208) 276-7071	(208) 875-1036	(208) 835-4311