

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.

SCHEDULE:

- Wednesday 12:00 – 7:00pm
- Friday 11:00am – 6:00pm
- Saturday 10:00am – 5:00pm

STARTING WAGE:

- \$13.53 per hour

RESPONSIBILITIES:

- Provide basic readers' advisory, reference, and computer troubleshooting service
- Help patrons access library materials by processing items at the district's main library 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

MINIMUM QUALIFICATIONS:

- Bachelor's 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 and contribute ideas
- Excellent communication skills, including the ability to read, write, and speak English
- A positive attitude, 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, kneel, stoop, and lift up to 25 pounds
- Must have a 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, submit a cover letter and resume and complete the application form found on our website.



Latah County Library District

latahlibrary.org

