

LIBRARY ASSISTANT I: Shelver

Moscow Branch

Make a meaningful impact in your community and the lives of others by joining the team at the Latah County Library District. Candidates must be able to work well independently, carry out instructions without direct supervision and be accountable for their time. They must be able to help members of the public of various backgrounds and ages locate and retrieve library materials.

SCHEDULE:

- Thursday 2:00 – 7:00pm
- Friday 1:00 – 6:00pm
- Saturday 12:00 – 5:00pm

STARTING WAGE:

- \$12.00 per hour

RESPONSIBILITIES:

- Keep library materials shelved following established shelving guidelines
- Organize materials in alphanumeric order & shelve materials in proper locations in a timely manner
- Shelf read as needed & assigned
- Shift materials, as needed
- Straighten and pick up all stack areas and tables throughout each shift
- Answer or refer patron questions appropriately
- Help patrons and staff locate materials
- Empty outdoor book-drop bin
- Move materials from circulation desk to other departments within the library
- Retrieve materials to fulfill patron requests as necessary
- Retrieve materials for rotations between branch libraries as needed
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- High school diploma or GED
- Ability to locate library materials using library catalog and classification scheme; filing alphabetically, numerically, or chronologically
- Ability to work independently with attention to detail; sit, stand, reach, squat, stoop, and lift up to 25 pounds; read, write, and speak English; and see well enough to read spine labels on top and bottom shelves
- Excellent customer service skills

Application closes 3/12/20. To apply, submit a cover letter and resume and complete the application form found on our website.



Latah County Library District

latahlibrary.org

