

Library Assistant II: Substitute

Enjoy a flexible schedule and the opportunity to make a positive impact on Latah County communities by joining the team at the Latah County Library District. We are searching for qualified candidates for part-time Library Substitute assignments within the circulation department.

LOCATION:

- Substitutes must be able to work in Moscow and at least two of our rural branches

SCHEDULE:

- Varies, depending upon need. May include daytime, early evening, and Saturday hours

STARTING WAGE:

- \$14.00 per hour

RESPONSIBILITIES:

- Help patrons access library materials by working with people 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
- Assist with daily library tasks as needed, such as shelving and processing materials
- Participate in occasional district meetings and training workshops
- Be available to work at least once every eight weeks (more frequently is preferable)

MINIMUM QUALIFICATIONS:

- Strong interest in supporting the mission of public libraries
- High school diploma or GED; Bachelor's degree preferred
- Good computer skills and familiarity with current digital technologies and devices
- Ability to think creatively
- Excellent communication skills, including the ability to read, write, and speak English
- A positive attitude, and courteous and friendly manner
- Ability to interact effectively in a fast-paced team environment
- Physical ability to perform library tasks, including ability to sit, stand, reach, squat, stoop, kneel and lift up to 25 pounds
- 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.

Our locations:

Bovill, Deary, Genesee, Juliaetta, Moscow, Potlatch, Troy

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

