

# Library Assistant II-B

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 the Circulation Department for an outgoing and detail-oriented library assistant.

## Schedule:

- Monday 12:00pm - 7:00pm (1 hour lunch)
- Tuesday 2:00pm - 6:00pm
- Friday 11:00am - 3:00pm
- Saturday 9:00am - 4:00pm (1 hour lunch)

## Starting Wage:

- \$15.16 per hour
- Pro-rated benefits including: medical, dental, disability and life insurance, PERSI, vacation leave, sick leave, personal leave, and holiday leave.

## Responsibilities:

- Provide customer service to patrons, including checking out materials and assisting with internet, library catalog, and electronic devices
- Provide basic reference and computer troubleshooting service
- Participate in district meetings and professional development activities
- Assist with daily library tasks
- Complete special projects as assigned
- Work at other district locations, as needed.

## Minimum Qualifications:

- Bachelor's Degree
- Proficiency in the use of computers and current digital devices
- Strong interest in supporting the mission of public libraries
- Ability to think creatively, contribute ideas, and adapt to change
- Excellent communication skills, including reading, writing, and speaking English
- Positive attitude and a courteous and friendly demeanor
- Ability to interact effectively in a fast-paced team environment
- Physical ability to perform library tasks
- Ability to sit, stand, reach, squat, kneel, stoop, 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. Library experience preferred.

Application open until filled. To apply, submit a cover letter, resume, and three references to [moscow@latahlibrary.org](mailto:moscow@latahlibrary.org). Please put 'Library Assistant Job Application' in the subject line.