

Hand County Library  
**Vacancy: Part-time Library Assistant**

Position: Library Assistant, 21 hours/week  
Closing Date: July 25, 2018  
Hire Date: July 30, 2018  
Start Date: August 27, 2018

**Application** and **current resume** must be returned to the library by the closing date.

Job Description: **Library Assistant**

Works directly under the supervision of the Library Director. Some evening and weekend hours will be assigned. Duties to include, but not limited to:

**Circulation Desk** (checking in and out materials using computerized system, answering patron questions including basic reference, directional, computer, library policy questions).

**Material Processing** (preparing materials for library shelves, including covering books, barcoding and property stamping, processing and recording receipt of periodicals and newspapers, maintain vertical, obituary, and photo files as per established practice).

**Mail Processing** (checking in and sorting mail)

**Library Maintenance** (shelving and maintaining materials, book repair, library cleaning as needed and assigned by the director)

**Programming and Outreach** (implement programming for patrons of all ages including summer reading programs for children, library displays and decorations)