

Hand County Library
Vacancy: Part-time Library Assistant

Position: Library Assistant, 16 hours/week

Closing Date: July 25, 2020

Hire Date: July 27

Start Date: August 24

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)