CITY OF HELENA

Library Assistant – Full Time

NOTE: 40 hours per week total, includes 2 Saturdays per month, and some evenings
Salary Range: $25,000.00-27,000.00

CLOSING DATE: August 24, 2017, at 7:00 PM

Benefits include: Group Medical Insurance, Group Dental Insurance, State Retirement, paid Holidays, sick time, and vacation leave.

Entrance Requirements

High school diploma or GED Certification are required. Prefer Associates Degree or some college, library experience or other customer service experience strongly preferred.

Examples of duties

Customer Service position requires ability to work with the public on a constant basis. Strong computer skills required to check materials in/out of library using automated library circulation system. Fast paced environment can include any and all of the following: Providing general information about facility and services, answering telephone, assisting patrons with finding items and information, updating patron records, placing holds on unavailable materials, counting and recording daily revenue, and general clerical duties. Position requires ability to patiently assist patrons with computer questions and help. Must possess ability to work with and around children and young people of all ages. Assists library director with planning, promoting, and implementing programs and story times for the library. Other duties as required.

Physical Demands

Ability to lift heavy books and boxes, shelve library books, push a full book cart, and stoop to reach low shelves.

Examination Subjects and Weights

Training and Experience………………………………………………………………..100%

THE CITY OF HELENA IS AN EQUAL OPPORTUNITY EMPLOYER. It strives for the constant improvements to the public service by employing and developing the best qualified people available regardless of their race, color, creed, sex, political beliefs, national origin, age or handicap.
FILING AN APPLICATION: Applications are available and can be returned with resume to the front desk of the Jane B. Holmes Public Library in Helena. Applicants whose completed applications are not received by the date and time specified above may not be considered.
Residence: