



## **Notice of Employment Opportunity**

**Lewiston City  
29 South Main  
Lewiston, UT 84320**

### **Library Assistant**

- Part-Time
- Non-Benefited
- Salary: \$10 - \$12 per Hour

### **Job Summary**

The Library Assistant supports the daily operations of the library under the direction of the Library Director. This role includes assisting patrons, organizing materials, supporting programs and services, and helping maintain a welcoming library environment.

### **Key Responsibilities and Duties**

- Assist patrons in locating materials, using library resources, and accessing digital tools.
- Shelf returned items and maintain the organization of the collection.
- Help prepare library displays and assist with programs and events as directed.
- Support cataloging, labeling, and processing of new materials.
- Perform basic clerical tasks such as checking materials in and out, issuing library cards, and answering phones.
- Provide assistance with public computers, printers, and other library technology.
- Assist with inventory, weeding, and other collection maintenance as directed by the Library Director.
- Help keep the library space clean, safe, and inviting.
- Participate in staff meetings and training sessions.

- Other duties as assigned by the Library Director.

**Qualifications**

- High school diploma or equivalent
- Excellent customer service and communication skills
- Comfortable with technology, including basic office software and internet use
- Organized, reliable, and able to work independently as well as part of a team
- Previous library or customer service experience a plus

**To Apply**

Interested individuals can apply by completing an employment application available from the city office, 29 S Main, Lewiston, UT 84320 or on the city website [www.lewistonutah.gov](http://www.lewistonutah.gov) under "Forms & Permits. Submit completed applications to the city office or by email to [aherrera@lewistonutah.gov](mailto:aherrera@lewistonutah.gov).

Job posting will be open until the position is filled or a minimum of 10 days.

LEWISTON CITY IS AN EQUAL OPPORTUNITY EMPLOYER

Posted on July 10, 2025