



Notice of Employment Opportunity

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

Library Assistant/Library Cataloger

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

Job Summary

The Library Assistant/Cataloger supports the daily operations of the library under the direction of the Library Director. This role includes assisting patrons, organizing and cataloging materials, maintaining records, overseeing the library's collection, 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
- Shelve returned items and maintain the organization of the collection
- Help prepare library displays and assist with programs and events as directed
- Oversee 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.
- Willingness to learn cataloging software as needed
- Reliable and able to work independently as well as part of a team
- Attention to detail and organization
- 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 under "Forms & Permits. Submit completed applications to the city office or by email to 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

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