

Lewistown Public Library



701 W. Main St.
Lewistown MT 59457
(406) 538-5212
www.lewistownlibrary.org

Thank you for your interest in the Library's current open position, Seasonal Library Assistant. To apply, please drop off your application package at the Library.

Application package to include:

- Complete City of Lewistown Application

Application package due: **Friday, April 23 at 6:00 pm**

City of Lewistown
Lewistown Public Library

JOB TITLE: Seasonal Library Assistant

Supervision: Under the general supervision of the Library Director
Min/Max Base Salary: \$9.00 per hour **FTE:** PT 20 – 30 hours per week,
No Benefits **Tuesday-Saturday, May – September 2021**

Position Overview: A Seasonal Library Assistant performs professional library functions requiring general knowledge in all areas of public library services. This position focuses on shelf management, support of library programming and general assistance duties. The Seasonal Library Assistant acknowledges and accepts the Library's Code of Service, upholds Montana's confidentiality laws and maintains the integrity of the Lewistown Public Library.

Principle Job Duties (not all inclusive):

General:

- Aspires to help patrons to become lifelong library users by introducing them to the wealth of library resources and enables them to use library services effectively.
- Assists patrons in locating needed resources in all formats and provides assistance for Internet usage and computer programs within the Library.
- Provides Reader Advisory and basic instruction for all ages, as requested, for print materials, Internet usage, computer programs and electronic databases.
- Sustains the dignity of patrons by giving them correct, non-judgmental and complete responses to their informational needs. Provides help where needed and respects patron's right to browse.
- Keeps current on new library materials and technologies.
- Prepares correspondence/documentation on procedural or informational matters as needed or requested.
- Keeps Director informed as to project progression, needs and outcomes.
- Maintains and manages technological equipment (photocopier, printers, AV equipment, computers and reader/printer) requiring minimal servicing and accountability within the Library, may train other staff on the use of this equipment as requested.
- Handles monetary payments for fines, donations, ILL, etc.
- Enforces library rules for the protection of library patrons and property.
- Helps to maintain a neat, clean, functional and inviting library. Provides a welcoming and safe atmosphere.
- Participates in circulation tasks, which may include checkouts, record keeping, opening and closing routines, reserves, sorting mail and other tasks associated with circulating materials.
- Assists the public, on the phone or in person, on the use, availability and status of library materials.
- Interacts with customers and staff in a courteous and professional.
- Performs duties requiring adherence to standards of accuracy, timeliness, tact and confidentiality.

Shelf Management Responsibilities:

- Help shelve library materials.
- Collaborates with and informs staff of any shelving changes.

Library Programming Responsibilities:

- Assisting with Youth Services activities and programs.
- Supports Adult Library programming.
- Prepares activities or programming if necessary.
- Capable of following instruction and direction in a positive manner.
- Able to work independently to complete required tasks.

Other Assigned Duties May Include:

- Simple maintenance and manual tasks.
- Data entry of patron information.
- Other duties as assigned.

SUPERVISION:

Under general supervision of the Library Director, but may be directed in certain tasks by other library staff.

RESPONSIBILITY FOR WORK OF OTHERS:

May oversee volunteers or community workers as appropriate.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of electronic resources and other information technology sources to meet typical library needs is desirable. A desire to work with the public of all ages in providing excellent customer service is essential.

Must have basic skills in operating personal computers including word processing, spreadsheets, and electronic software. A basic knowledge and skill in typical office procedures is desirable.

The position requires a commitment to customer service excellence; the ability to see the big picture of the Library; the ability to work well with others in a team; the ability to support leadership and planning, prioritize and focus on what is critical; commitment to lifelong learning; and the ability to remain flexible and positive in a time of continuing change.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Physical requirements include ability to move around the facility, walk, sit, bend, climb, kneel, carry and stoop; Ability to use hand and finger motion with enough manual dexterity to use computers and handle library items; Lift up to 25#, or greater with assistance; perform other efforts as identified with normal library work; have the ability to communicate with patrons effectively; must have the ability to talk with clarity and be able to listen to patrons accurately; have specific vision abilities (adjusted) that include close and distance vision with good depth perception (reasonable accommodations may be available); Typing ability and computer skills are essential.

Duties are performed in surroundings where undesirable physical conditions and hazards are minor and controllable.

Application for Employment
City of Lewistown
305 W. Watson
Lewistown MT 59457
406 535 – 1760

We are an Equal Opportunity Employer.
We do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status or disability.

Job Title for which applying: _____

Which City Department: _____

PERSONAL DATA: Name: _____

Telephone #/Message: _____

Present Address: _____

EDUCATION: Circle Highest School Year Completed: 8 9 10 11 12 13 14 15 16 17 18 19

<u>Name & Location</u>	<u>Course of Study/Training Length</u>	<u>Degree/Certificate</u>
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Last school Attended: _____

College or University: _____

Business or Vocational: _____

Other: _____

Special Qualifications: (licenses, registries, skills with equipment, publications, professional societies, typing or shorthand speed, honors, awards, civic activities, etc.) _____

WORK EXPERIENCE:

Company Name: _____

Address: _____

Phone #: _____ **Who to Contact:** _____

Dates: (Month & Year) From: _____ **To:** _____

Job Description (duties, skills, equipment and programs used): _____

Reason for Leaving: _____

2.

Company Name: _____

Address: _____

Phone #: _____ Who to Contact: _____

Dates: (Month & Year) From: _____ To: _____

Job Description (duties, skills, equipment and programs used): _____

Reason for Leaving: _____

3.

Company Name: _____

Address: _____

Phone #: _____ Who to Contact: _____

Dates: (Month & Year) From: _____ To: _____

Job Description (duties, skills, equipment and programs used): _____

Reason for Leaving: _____

PERSONAL REFERENCES (Give the names, addresses and phone numbers of at least three persons, not employers or relatives, who have knowledge of your character, experience and ability and represent a good cross-section of your employment record within the past five years. The applicant hereby gives the City of Lewistown permission to contact these persons.):

Name: _____ Address: _____ Phone#: _____

Date of Application: ____/____/____ Signature: _____

Notice to applicants: Information that you provide on this application is subject to verification, previous employers may be contacted as references. Your signature above indicates that the information provided above is true and accurate. Failing to provide true information would be grounds for termination for cause. This application is only good for 90 days beyond date of application.

Criminal Background checks are required on final interviewees.

Additional sheets describing more work experience or a resume may be attached, if available.