

# Lewistown Public Library



701 W Main St  
Lewistown MT 59457  
406.538.5212  
lewistownlibrary.org

## JOB POSTING

Library Assistant I or II (LAI or LAII)

**SUPERVISOR** Library Director or designee.

**WAGES AND BENEFITS** \$16.10 or \$17.15 per hour DOE. Part-time at 12 hours per week. Six-month probationary period required. Background check required. Retirement (PERS) benefits included. Paid vacation, sick, and holiday leave. Collective bargaining membership (MFPE) optional.

**WORKPLACE** Established as a Carnegie Library in 1905, the Lewistown Public Library is proud to offer enriching programs and collections to Fergus County residents. We have a supportive and creative work environment focused on innovation, community, and continued learning.

**PRIMARY OBJECTIVE OF POSITION** Performs professional library functions requiring general knowledge in all areas of public library services. Ideal candidates will have past library or education experience and will start as a Library Assistant II in order to assume responsibility for our Senior Outreach Program.

### ESSENTIAL JOB DUTIES

**LAI** May include but are not limited to shelving, book processing, mending, developing promotional materials as directed, managing card information, assisting with programming, and maintenance tasks.

**LAII** In addition to the duties of an LAI, implements limited, occasionally off-site programming with supervision and may assist with collection maintenance, building maintenance, or other long-term projects. May oversee volunteers as requested.

### REQUIRED SKILLS AND KNOWLEDGE

**LAI** A desire to work with the public of all ages while providing excellent customer service is essential.

**LAII** In addition to the requirements for an LAI, a basic knowledge of library or educational standards and rules is essential. Should know how to use print materials and information technology to meet typical library needs.

### EDUCATION, TRAINING, AND QUALIFICATIONS

Working at the Library requires flexibility, teamwork, and care for others. Basic computer skills in typical office equipment and software are required. Basic knowledge and skill in typical office procedures is desirable.

**LAI** High school diploma or equivalent required. Some college coursework preferred.

**LAII** Bachelor's degree or equivalent experience (e.g., 4-8 years of experience in a related field or a combination of experience and higher education) required. Course work in library science or library certification preferred.

**APPLICATIONS** Application packets must include 1) a resume; 2) a completed copy of the City of Lewistown's employment application; and 3) a brief cover letter expressing interest in and qualifications for librarianship and this position.

**DUE DATE** Submit application packets to Lewistown Job Service by mail at 773 Airport Drive, Lewistown, MT 59457 or in PDF format by email at [LewistownJSC@mt.gov](mailto:LewistownJSC@mt.gov) by **February 20, 2024 at 4 PM.**

**QUESTIONS** Contact Alissa Wolenetz, Library Director, at 406.538.5212 or [lpldirector@lewistownlibrary.org](mailto:lpldirector@lewistownlibrary.org).