

Lewistown Public Library



701 W Main St
Lewistown, MT 59457
406.538.5212
lewistownlibrary.org

JOB POSTING

Seasonal Library Assistant

SUPERVISOR Library Director or designee.

WAGES AND BENEFITS \$10.50 per hour. Seasonal, “non-exempt” position at 20 hours per week for 10 weeks. Background check required. The Library typically has a non-traditional work schedule and hours may include evening and weekend hours as part of the workweek.

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 A Seasonal Library Assistant performs professional library functions requiring general knowledge in all areas of public library services in order to assist with the Library's Summer Reading Program. This position focuses on day-to-day tasks performed according to clearly-defined procedures.

ESSENTIAL JOB DUTIES

Performs routine tasks, including, but not limited to, shelving, book mending, and assisting with programming.

REQUIRED SKILLS AND KNOWLEDGE

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

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.

APPLICATIONS Application packets must include 1) a completed copy of the City of Lewistown’s employment application; 2) a resume; and 3) a brief cover letter expressing interest in and qualifications for 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 by **April 5, 2024 at 4 PM**.

QUESTIONS Contact Alissa Wolenetz, Library Director, at 406.538.5212 or lpdirector@lewistownlibrary.org.

PACKET CHECKLIST FOR APPLICANTS

- City of Lewistown Employment Application
- Resume
- Cover Letter
- Packet must be submitted to Lewistown Job Service by April 5, 2024 at 4 PM