

Lewistown Public Library



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

JOB POSTING

Librarian II or III

SUPERVISOR

Library Director or designee.

WAGES AND BENEFITS

\$18.28 or \$19.31 per hour DOE. Up to 40 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. Experience in event management, education, and community outreach preferred. An ideal candidate will also have a demonstrated history of success with grant-writing, project management, and providing reference services and resource referrals for individuals and communities. Must have intermediate to advanced technology skills in Microsoft Office, Google, and other standard office software. Ability and expertise to provide assistance with technology support for other librarians and the public preferred.

EXAMPLES OF ESSENTIAL JOB DUTIES

LIBRARIAN II Implements programming, assists with collection maintenance, and helps with long-term projects. May assist with supervision for volunteers or training for other staff members.

LIBRARIAN III Implements complex policies and manages purchasing in order to develop, maintain, and assess library collections and core program sectors. Works with other librarians and partner organizations to design, promote, and execute engaging, high-quality, educational community outreach projects. Uses industry-specific, complex software to catalog materials, analyze collections, and share resources between libraries. Helps develop departmental budgets and works with multiple vendors to purchase collection materials and program supplies. May have full-time supervisory duties as assigned by the Director. May be required to assume authority in case of an emergency.

REQUIRED SKILLS AND KNOWLEDGE

LIBRARIAN II Desire to work with the public of all ages while providing excellent customer service. Basic knowledge of library or educational standards and rules.

LIBRARIAN III In addition to requirements for a Librarian II, must be able to manage complex projects and interpret policies and procedures with a minimum of supervision. Strong writing and research skills are essential.

Lewistown Public Library



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

EDUCATION, TRAINING, AND QUALIFICATIONS

Working at the Library requires flexibility, teamwork, and care for others in all positions.

LIBRARIAN II 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.

LIBRARIAN III In addition to requirements for a Librarian II, should have training in tools for evaluating, acquiring and maintaining library collections or experience in a closely related field. Training or demonstrated experience with grant-writing, budget management, and event development strongly preferred.

APPLICATIONS

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

DUE DATE

Preference given to applications received before October 3, 2025. Submit completed 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.

QUESTIONS

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