

Lewistown Public Library



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

JOB POSTING

Library Helper (Substitute Program)

SUPERVISOR

Library Director or designee.

WAGES AND BENEFITS

\$11.50/hour. Substitute, on-call only with irregular hours as requested by the Library. (Not a permanent part-time or full-time position.) Background check required.

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

Assists with library tasks as needed. Maintains patron confidentiality and safety. This position focuses on day-to-day, routine tasks performed according to clearly-defined procedures.

EXAMPLES OF ESSENTIAL JOB DUTIES

Performs routine tasks, including, but not limited to, shelving, working the Circulation Desk, and assisting with programming.

REQUIRED QUALIFICATIONS AND SKILLS

Working at the Library requires flexibility, teamwork, and care for others. Basic computer skills in typical office equipment and software are required. Prior experience in customer service, education, and/or public service is preferred. Candidates must be 16 years or older at time of application.

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), including a Release of Information form; and 3) a brief cover letter expressing interest in and qualifications for this position.

DUE DATE

Open until filled. Check the Library's website for updates.

QUESTIONS

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