Employment Opportunity

The Bitterroot Public Library is excited to announce we are adding a part-time Library Assistant to our team. As a Library Assistant, you will spend the majority of your time working directly with the public to assist them in using the library and its resources. Patience, professionalism, sense of humor and a helpful attitude are essential to succeed in this position. We serve all members of our community and work diligently to meet their information, entertainment, and technology needs by offering books, DVDs, digital resources, events and programs, and by providing computers, copiers, scanners, and other equipment needed to complete a variety of tasks.

The library can be a busy place – on most days we average over 200 visitors – and successful applicants will be able to handle this type of atmosphere gracefully and enthusiastically to meet the challenges of answering complex questions, navigating technology, and using library software to connect patrons with the items they’ve requested.

We are looking for someone who is passionate about serving their community and joining a team dedicated to public service. We hope to find someone who is excited to grow with the library as we look at refining and improving the services we offer to the community!

How to Apply:

Send a brief cover letter and resume (include three professional references) to director@bitterrootpubliclibrary.org by July 31, 2023.

Anticipated Start Date: August 30, 2023

More details on the position can be found below:

Job Title: Library Assistant

Job Description: The Library Assistant position is focused on providing services and information to library users. In addition, this position also performs tasks essential for library operations such as checking in books, pulling materials with holds on them, shelving and sorting materials, mending books and preparing them for circulation.

Duties:

- Provides reference service including answering information inquiries via telephone, the Internet and in person, acquiring requested materials through Interlibrary Loan or Partners and other related tasks.
- Instructs library users on using the online catalog, other online resources and other related tasks.
- Suggests materials for purchase per holds and user requests.
- Performs circulation and shelving procedures as appropriate.
- Opens and closes the library.
- Maintains a neat and orderly appearance of the facility during their shift.
- Understands and follows library policies and procedures, serving as role model for staff and volunteers.
- Keeps confidential all library user information according to Montana Code Annotated.
- Registers participants for library programs and helps with meeting room reservations the
meeting room using the online system.

Knowledge, Skills, & Abilities:

- Strong public service attitude and ability to relate to and communicate with library users of all ages.
- Genuine respect for library users of all ages and backgrounds.
- Ability to establish and maintain effective working relationships with colleagues, patrons, user groups, community organizations, and volunteer groups.
- Possesses initiative, creativity, flexibility, resourcefulness and good judgment.
- Professional communication skills, both written and oral.
- Ability to work effectively with a diverse array of patrons, volunteers and staff.
- Experience with computer software applications (Microsoft Word, Excel and/or similar programs), Internet search skills and basic technology tasks (connecting wireless devices to the internet, printing, scanning, copying, etc.)
- Ability to work in an environment where multiple demands and interruptions are the norm and where physically demanding work is required, such as lifting books or sitting and standing for long periods of time required.
- Willingness to participate in relevant continuing education/training programs as offered by the Library required.
- Criminal background check will be required.

Supervision Exercised and Received: This position does not have any supervisory duties of other employees; minimal supervision is exercised in monitoring volunteers and answering their questions and/or referring them to library management.

Physical Requirements: The job requires the employee to interact with members of the public of all ages, sit and work at a desk, stand, twist/turn, maintain flexibility, hear, listen, see, and speak clearly; frequently stoop/bend and walk; perform manual dexterity movements; kneel, crawl, and balance. The job also requires the employee to lift and carry 10-40 lbs.; seldom lift and carry 50 or more pounds with assistance while twisting and turning; reach at, above, and below shoulder height; grasp objects weighing 10-25 lbs.; push and pull objects weighing 50 lbs.

Mental Requirements: The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used Microsoft applications, library systems and databases, email and cloud environments, and social media. The job requires the employee to operate and occasionally troubleshoot general office equipment as well as smartphones, tablets, e-readers, gaming equipment, new consumer technology, and book carts.

Work Environment: The job requires the employee to be subjected to repetition, working with community partners, working alone, working away from the library, working around others, verbal contact with others, face-to-face contact, noise, inside and outside environments, mechanical equipment, and moving parts.
**Expected Hours of Work:** Part-time position with 24 regularly scheduled hours each bi-weekly pay period. Preferred schedule will be 9 a.m. to 5 p.m. on Wednesday and Friday, and 11:15 a.m. to 7:15 p.m. on Thursday. One Saturday per month is required, with some flexibility as to which Saturday will be scheduled. The work scheduled is flexible within reason; there is the possibility of spreading the 24 hours out over more than three days if this better meets the availability of the employee while still meeting the needs of the library.

**Minimum Qualifications**

- High school diploma and three years’ customer service experience.
- Proficiency with use of computer software, basic office equipment and internet applications and websites.
- Familiarity with public library services

**Preferred Qualifications**

- Residency within library district
- Paraprofessional certification by the Montana State Library
- Bachelor’s Degree
- Master’s Degree in Library Science
- Customer service experience in a library setting

**Training, Licenses, or Certifications:** Valid driver’s license in good standing required. The opportunity to become certified by the Montana State Library as a paraprofessional librarian will be provided upon employment.

**SALARY AND BENEFITS:**

This is an hourly part-time position at $18 per hour with approximately 24 hours regularly scheduled per week, with one evening shift per week and one Saturday shift per month. Pro-rated vacation and sick time are provided. Vacation time cannot be used until the successful completion of the six-month probationary period.

This position requires participation in the Public Employee Retirement System (PERS). This position does not include health, dental, or vision insurance.

**PROMOTION POTENTIAL:** It is possible, but in no way guaranteed, that at some point after the six-month probationary period that this position could eventually become a full-time (32 hours per week regularly scheduled) position with employer-paid medical, dental and vision insurance provided. This possibility is also dependent upon the needs and budget of the library and the interest and availability of the employee.

**Disclaimers:** The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.
Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. Bitterroot Public Library is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, sexual orientation, gender identity or expression, political beliefs, genetic information, military service or veteran's status, culture, social origin or condition, or ancestry. Likewise, the Library will not discriminate because of a person's marriage to or association with individuals in one of the previously mentioned protected classes.