

Library assistant needed. Part-time

Min. 12 hr/week

Newspaper ad

***** NEW *****

Library Assistant Weekends

(**NOTE:** If you applied for the other recent library positions, you will automatically be considered for this one.)

The Salida Regional Library needs a Library Assistant approximately 12 hours per week over weekends: Saturday 9-6, Sunday 1-5. Monday morning hours also available.

The job requires flexibility. A Library Assistant's work may range from manual and clerical duties to customer service of various kinds to specific library tasks such as cataloging and processing books and other materials.

More information available at the library, 405 E St., or www.salidalibrary.org. Feel free to call library director Jeff Donlan at 539-4826 or email jdonlan@salidalibrary.org. Application deadline is 8:30 p.m. Monday, Feb. 19, 2009.

Job Description

We will seek to hire the best candidate who will complement our current staff. The library is open 7 days and 70 hours per week, and this position requires weekend hours.

In a small library, many responsibilities are shared and include clerical tasks. The job requires a commitment to customer service, as well as such tasks as filing, collection maintenance, ordering, receiving orders, building supervision, use of office machines and computers, shelving library materials, retrieving materials from storage, exercising patience, and generally working with limited direction and supervision in an environment that can suddenly become hectic.

Library work experience is not required, but the ability to alphabetize and count is. This is not a joke. Everyone on the staff helps with finding and re-shelving books and other materials, and our organization is largely based on letters and numbers. You need to be able to see the difference between 636.973 and 639.793 and between Dietz and Deitz.

The schedule for this position includes Saturday approximately 9 a.m. to 6 p.m., Sunday approximately 1-5 p.m. Monday morning hours are also available. Starting pay will be up to \$11.00/hour depending on experience.

You may inquire further of the Director, Jeff Donlan, at the library, 405 'E' St., Salida, CO, or call 719-539-4826, or e-mail jdonlan@salidalibrary.org. Resumes and letters may be submitted by email; please follow up to verify receipt.

The library's website is at <http://salidalibrary.org>.