

Library Assistant Needed

WEEKENDS & EVENINGS

The Salida Regional Library has an opening for a library assistant. After training, the position will start with one five hour shift and additional hours on an as needed basis. **Applicant must be able to work evenings and weekends.** Two additional shifts will be available in August.

The job requires: flexibility, ability to alphabetize and quickly identify numerical order, strong computer and technology troubleshooting, general math, must enjoy working with the public and have reliable transportation.

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 Susan Matthews at 539-4826 or email smatthews@salidalibrary.org your cover letter and resume. Application deadline is February 21, 2018.

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 evening and 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 collection maintenance, receiving orders, building supervision, use of office machines and computers, shelving library materials, retrieving materials from storage, assisting patrons with various technology questions, 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. Having technology skills is also a must as the circulation system is automated and circulation staff are expected to be able to help patrons with technology questions.

There is no set schedule for this position, but would be on an as needed basis once training has been completed. Starting pay will be up to \$12.00/hour depending on experience.

You may inquire further of the Director, Susan Matthews, at the library, 405 'E' St., Salida, CO, or call 719-539-4826, or e-mail smatthews@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>.