

Library Assistant Needed

WEEKENDS

The Salida Regional Library has an opening for a library assistant. After training, the position will start with two shifts: Saturday 11-3 and Sunday 12:45 - 5:30, with the possibility for additional hours on an as needed basis.

Applicant must be able to work weekends.

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.

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 15, 2019.

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. This position requires weekend hours and possibly some evening hours.

In a small library, many responsibilities are shared and include clerical tasks. The job requires a commitment to customer service, ability to be self-directed, good time management skills, good communicator, and punctual. Some library specific tasks may include receiving orders, building supervision, use of office machines and computers, shelving library materials, retrieving materials from storage, assisting patrons with various technology questions, and exercising patience in an environment that can suddenly become hectic. Applicant must be able to lift 40 lbs.

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.

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 cover letters may be submitted by email; please follow up to verify receipt.

The library's website is at www.salidalibrary.org.