

CITY OF MONMOUTH
AN EQUAL OPPORTUNITY EMPLOYER



Job Opening: Library Assistant I
Monmouth Public Library
17 hrs/week - \$14.91/hour

The City of Monmouth is seeking a computer literate, creative, motivated, and dependable individual to fill a part-time position as Library Assistant I. Applicants should have a passion for providing exceptional customer service, work well in a team environment, and have excellent interpersonal and communication skills.

General Duties: Staff the circulation desk as assigned: check in and out library materials; answer the telephone; register patrons for library cards; handle circulation inquiries; collect fines and fees; answer patron questions or refer them to appropriate staff member; search shelves for items; shelve books and other library materials as needed. Other duties as assigned.

Schedule: Wednesday – Saturday

Wednesday 4:00-8:00 pm; Thursday 1:00-5:00 pm; Friday 1:00-5:00 pm;
Saturday 12:00-5:00 pm.

Knowledge, Skills and Abilities: Graduation from high school or equivalent. Some knowledge of library classification systems, procedures, and services. Ability to establish and maintain effective working relationships with co-workers, supervisors, and the general public. The ability to provide quality customer service in a friendly manner is a priority. Must have computer experience and be physically able to perform tasks including, but not limited to, lifting, carrying, bending, reaching, kneeling, crouching, sitting, and standing. Preferred qualifications: Bilingual (Spanish), experience working in a library.

Applications are available at the library or online on the City's website, <http://www.ci.monmouth.or.us/> (under the City Services tab). *Position is open until filled.*

To apply, submit a completed City of Monmouth Employment Application, a cover letter and a resume either in person, by mail or by email:

In person: 168 Ecols St. S., Monmouth, OR 97361

By mail: PO Box 10, Monmouth, OR 97361

By email: kobrist@ci.monmouth.or.us subject line: Library Assistant I