

Blaine County Assistant Librarian

Blaine County has an opening for a Blaine County Assistant Librarian. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at www.blainecounty-mt.gov. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office. **POSITION IS OPEN UNTIL FILLED.**

Blaine County is an Equal Opportunity Employer.

JOB DESCRIPTION ASSISTANT LIBRARIAN

February 2023

The Assistant Librarian shall supervise the operation of the library in the absence of the Director. It is essential, therefore, that the Assistant Librarian be familiar with the Director's job description so these duties can be carried out to the best of his/her ability. All staff members must be knowledgeable of Montana Library Law, Library Records Confidentiality Act and all Blaine County and Blaine County Library Policies.

Nature of Work: This position performs professional duties requiring adherence to library standards, as well adhering to standards of accuracy, timeliness, tact, and confidentiality. Position requires 31 hours per week. Position requires some travel for meetings and workshops for continuing education. Proficient computer skills are a must, as is knowledge of social media and webpage updating.

JOB CHARACTERISTICS:

Duties of the Assistant Librarian:

I. Circulation desk

1. Check library materials in and out and watch for items requiring repair
2. Repair books, DVDs and CDs when needed
3. Keep the periodical section current and orderly
4. Shelve library materials, dust and straighten shelves regularly
5. Remind patrons of overdue library materials
6. Assist patrons with the catalog, MTLibrary2Go, and locating materials
7. Assist patrons with reference, computer and technology questions
8. Maintain an orderly atmosphere in the library
9. Assist patrons with interlibrary loans
10. Update book displays and bulletin boards
11. Update and maintain the library website and Facebook

II. Children's section

1. Supervise the juvenile area of the library
 - a. Maintain book displays
 - b. Shelve, dust and straighten books in the juvenile section
2. Organize and implement all regular children's and young adult programs
3. Organize and implement the Summer Reading Program and summer activities for children.

III. Technical Services

1. Familiarity with the operation of all machines and equipment in the library

2. Select children's materials
3. Cover or laminate new items in preparation for circulation

VI. Inventory of library materials

1. Assist with annual inventory of library materials

V. General help

1. Assist Director with various duties as needed
2. Some light cleaning required

JOB REQUIREMENTS:

Must be competent in each of the following areas:

Managerial skills: Organize, develop, and implement programs for Summer Reading and Storytime. Use information and book selection tools to select a well-rounded collection of non-fiction and fiction in the children's and YA collections.

Communication skills: Write effectively in a clear, readable manner with appropriate style, format, organization and grammar. Speak and listen effectively in one-to-one and group situations. Be able to work with the public.

Computer Skills: Must have a proficient knowledge of computers and mobile devices.

Education and Experience:

Certification with the Montana State Library will be required within a four-year time period. Experience with computers is needed. Experience in a public library or a school library would be helpful.

Physical Demands and Working Conditions:

Light lifting, stretching and kneeling will be required as shelving books or other projects demand. The position requires some travel for workshops.

**Blaine County Assistant Librarian
Position Fact Sheet**

Work Week:	Monday – Friday. Modification of the work week is at the discretion of the supervisor. (31 hrs/wk)
Salary:	\$23.31 per hour: \$37,575.72 annually (100%) ***85% is for the first six (6) months: \$19.81 an hour ***Increase to 90% after six (6) months: \$20.98 an hour
Health Insurance:	County contributes \$1,300.00 towards insurance. Employees have the option to add family members at employee's expense.
Dental Insurance:	Available at employee's expense
Vision Insurance:	Available at employee's expense
Retirement:	Public Employee Retirement System (PERS) 7.9% Contribution of Employee Wages 9.07% Contribution by County
Vacation Leave:	Employee earns .0577 per hour(s) worked. Eligible for use after 180 days of continuous employment.
Sick Leave:	Employee earns .04615 per hour(s) worked. Eligible for use after 90 days of continuous employment.
Probationary Period:	12 months