

HARLEM PUBLIC LIBRARY – ASSISTANT LIBRARIAN

The Harlem Public Library is looking for a detail-oriented Assistant Librarian to join our team!

Key Responsibilities:

- Provide **excellent customer service** to library patrons, assisting with inquiries and resource recommendations.
- Manage **circulation services**, including checking in/out materials, organizing returns, and maintaining accurate records.
- Offer **technology assistance** to patrons using library computers, printers, and digital resources.
- Be **flexible** and able to **multitask** in a dynamic, fast-paced environment.

Contact the Harlem Public Library for more information 406-353-2712.

Applications for consideration should be submitted to the Blaine County HR Office; P.O. Box 295, 420 Ohio Street, Chinook, MT 59523.

HARLEM PUBLIC LIBRARY ASSISTANT JOB DESCRIPTION

Duties of the Assistant Librarian:

27 hours per week, schedule to be set by the library director
Circulation of materials, including checking in and checking out, renewals, etc.
Registering new patrons
Shelving materials
Interlibrary loans
Processing materials, including labeling, covering, repairing, and cleaning
Overdue notification, by phone, email, mail, Facebook messenger, text messages
Assisting patrons with questions
Getting the mail
Weeding periodicals
Filling in for director
Attending necessary meetings, trainings, and programs that may occur on nights and weekends
Planning and running children's programs including weekly and Summer Reading
Planning and running Lego Club
Managing website and Facebook page
Cleaning DVDs and CDs two times per year
Dusting/vacuuming shelves and books 1-2 times per year

Janitorial duties: Light cleaning as needed.

Required Skills:

Technology skills including computers and other devices
Typing
FAX machine
Copy/Scanning
Knowledge of the Dewey Decimal system and alphabetical order
Polite and friendly manner with patrons
Helpfulness in dealing with patrons
Promptness
Confidentiality
Organization
Self-motivation
Able to multi-task

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.

Reviewed and updated 1/29/2025.

**Harlem Public Library Assistant Librarian
Position Fact Sheet**

Work Week:	Monday – Friday. Modification of work week is at the discretion of the supervisor. Employees will work 27 hours per week.
Salary:	\$24.31 per hour ***85% is for the first six (6) months: \$20.66 an hour ***Increase to 90% after six (6) months: \$21.88 an hour
Health Insurance:	County contributes \$1,300 towards health insurance. A variety of plans are available. 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