

Library Assistant Position Milford Memorial Library

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The Milford Memorial Library has an immediate opening for a Library Assistant, up to 12 hours per week.

Successful applicants will be willing to learn of library trends through continuing education and involvement in library operations; process and maintain library collections and assist groups and individuals in locating and obtaining materials. Furnish information on library activities, facilities, rules and services. Explain and assist in use of reference sources including electronic resources. Provide circulation services. Assist with programming as needed.

Minimum Qualifications: Ability to work most Saturdays from 9:15 a.m. to 12:30 p.m., Wednesday evenings from 3:00 p.m. to 7:00 p.m., and Friday evenings 2:15 p.m. to 5:30 p.m. Additional hours may be available. Ability to effectively communicate orally and in writing. Ability to provide quality customer service for library patrons of all ages. Experience with computer systems (word processing, database, spreadsheets, Internet). Ability to use a copy machine, computer and other office equipment and electronic devices.

Physical and Environmental Characteristics: This position requires regular physical activity including bending, reaching and prolonged periods of sitting or standing and regular lifting and carrying of objects weighing up to 50 lbs.

Preferred Qualifications: Experience in a library setting and familiarity with books and other informational sources.

Benefits: Paid time off based on hours worked and access to IPERS.

Please submit an application to Gillian Anderson, Library Director, Milford Memorial Library, 1009 9th St., Milford, IA 51351. Applications are available at

Milford Memorial Library or online at:

<http://milfordlibrary.weebly.com/employment-opportunities.html>.

Applications accepted until June 21 or until filled. The City of Milford is an equal Opportunity Employer.

