

Job Title Circulation Librarian

Company ROOSEVELT COUNTY - WOLF POINT

Federal Contractor No.

Location Wolf Point, MT

Date Posted 02/07/2024

Description

BRIEF JOB DESCRIPTION:

Major areas of accountability and performance will be running the circulation desk: checking in and out material, registering new patrons, assessing fines, signing patrons in to use the public computers, assist patrons, etc.; shelving of books and other materials, stamping, pocketing and covering of new softcover titles, processing of CDs and DVDs; secretary for staff minutes; and lead person for children's programming. This description is not all inclusive to the duties of this position.

QUALIFICATIONS:

This position requires a customer service-oriented person with strong interpersonal skills who is able to work well as a team player. Must have a high school diploma. Two or more years of job experience and a good basic knowledge of computers is preferred.

DUTY HOURS:

This is a 40 hour a week job which generally involves one evening a week and 2-3 Saturdays a month. JOB LOCATION:

The Roosevelt County Library is located at 220 2nd Ave. South, Wolf Point MT. The Library Director is Janet Livingston

LENGTH OF RECRUITMENT PERIOD:

First review of applications will be February 23, 2024. Position open until filled.

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