# CareerOneStop Job Finder Detail 

| Job Title | Circulation Librarian |
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| 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 <br> well as a team player. Must have a high school diploma. Two or more years of job experience and a good <br> basic knowledge of computers is preferred. <br> DUTY HOURS: <br> This is a 40 hour a week job which generally involves one evening a week and 2-3 Saturdays a month. <br> JOB LOCATION: |  |
| The Roosevelt County Library is located at 220 2nd Ave. South, Wolf Point MT. The Library Director is Janet <br> Livingston <br> LENGTH OF RECRUITMENT PERIOD: <br> First review of applications will be February 23, 2024. Position open until filled. |  |

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## https://www.careeronestop.org/Toolkit/Jobs/find-jobs.aspx

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