



East Bonner County Library District

Sandpoint Branch
1407 Cedar Street
Sandpoint, Idaho 83864
(208) 263-6930
(208) 263-8320 fax
www.ebonnerlibrary.org

EMPLOYMENT OPPORTUNITY

POSITION: Library Technician 1
Circulation Desk Attendant
16 hours per week—See work schedules on page 2
Clark Fork Branch Library (May expand later to Districtwide)

FLSA STATUS: Non-exempt

POSITION SUMMARY:

Provide direct customer service to library patrons. Perform technical library tasks, routine clerical work, operate computers and other duties.

EXAMPLES OF WORK:

- Check out and renew library materials for patrons using computerized circulation system; update patron files; and collect fees for overdue, lost, and damaged materials.
- Check in, clean, sort and shelve library materials.
- Answer informational and directional questions and questions about library procedures and policies, referring the more difficult questions to appropriate staff.
- Maintain collections and public areas in general, which includes shelf reading to assure items are in proper places.
- Ideally, job will quickly expand into helping patrons with computers and mobile devices.

KNOWLEDGE, SKILLS AND ABILITIES:

- Highly developed and consistently applied customer service skills.
- Basic to intermediate computer skills. Ability and willingness to expand on computer skills.
- Ability to learn alphabetical and numerical filing systems.
- Ability to make change and calculate fines and fees accurately.
- Ability to communicate and effectively interact with library staff and patrons of all ages, socio-economic & educational levels.
- Follow verbal and written instructions, and work effectively and efficiently with little supervision.
- Personal initiative, motivation, positive attitude and ability to work as part of a team as well as alone.
- Ability to perform routine and repetitious work with good concentration, speed, and accuracy.
- Ability to learn library procedures, techniques, and systems.
- Ability to see and read small letters and numbers rapidly.
- Ability to make sound decisions in a manner consistent with the essential job functions.
- Ability to perform the physical requirements. These may include, but are not limited to: standing/walking for extended durations; climbing/descending step stools; frequently grasping, handling, keyboarding; lifting and carrying objects weighing 1 to 30 pounds and rarely up to 50 pounds; pushing/pulling book carts containing library materials—requires about 25 pounds of exertion to initiate movement and 10 to 15 pounds of exertion to sustain movement; bending, stooping, kneeling and reaching shelves at floor level and overhead.
- Speech, vision, touch and hearing are required, as is ability to identify certain colors.

WORKING CONDITIONS:

- Job is performed primarily indoors in a climate controlled environment. Occasionally empty trash and outdoor book drops.

MINIMUM EXPERIENCE AND TRAINING:

- Sufficient education, training and/or work experience to demonstrate possession of the knowledge, skills and abilities that would typically be acquired through high school diploma or equivalent.
- Computer experience required. Excellent customer service experience highly desirable.
- Individual selected must be at least 18 years of age.
- Selected applicant must maintain a valid Idaho driver’s license and good driving record.
- Selected applicant must pass criminal background check (at Library expense).
- Upon beginning employment, selected applicant must verify employment eligibility by providing documentation that satisfies requirements of U.S. Citizenship & Immigration Services I-9 Form.

SUPERVISOR: Circulation Department Supervisor

WAGE: Starting wage is \$10.50 per hour.

BENEFITS: Pro-rated personal leave, sick leave and holiday leave.

BEGINNING DATE: Approximately May 28, 2018, or sooner if possible

SCHEDULES: 16 hours per week. Two schedules available:

Mondays 9:00 a.m. to 6:00 p.m. (8.5 hours with 1/2 hour unpaid lunch)
Fridays 9:00 a.m. to 5:00 p.m. (7.5 hours with 1/2 hour unpaid lunch)

Tuesdays 9:00 a.m. to 6:00 p.m. (8.5 hours with 1/2 hour unpaid lunch)
Saturdays 9:00 a.m. to 5:00 p.m. (7.5 hours with 1/2 hour unpaid lunch)

TO APPLY:

Please provide:
--Completed East Bonner County Library District Employment Application (available on our website: ebonnerlibrary.org).
--Resume and cover letter are optional, but can be helpful for elaboration.
--List of reference contacts from your three most recent employers, including name of immediate supervisor for each position & their telephone number.

Email to: craig@ebonnerlibrary.org

Or mail/deliver to: Craig Hofmeister, Human Resources Manager
East Bonner County Library District
1407 Cedar St.
Sandpoint, ID 83864

CLOSING DATE: 5:00 p.m. Saturday, May 19, 2018.

INTERVIEWS: After review of applications, **qualified candidates will be scheduled to complete a short written quiz. Then finalists will be scheduled for interviews. Quiz, interviews and training may occur at Sandpoint Branch.**

Please inform us if you need any accommodation to apply or interview for this position.

East Bonner County Library District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, sexual preference, age or disability in employment or the provision of services.