

JOB ANNOUNCEMENT

DATE: July 13, 2010

POSITION OPEN: Library Assistant - Part-time

CLOSING DATE: August 6, 2010

LIBRARY ASSISTANT - Part-time (20 hours per week) – \$14.65 per hour. The person in this position performs a wide variety of general library work in public services and/or circulation to assist patrons with the daily operational needs of the library, such as juvenile and adult reference services, circulation of library materials and related duties as assigned. Work is performed both under the supervision of the department Librarian and with considerable independence. Candidates must be able to work a varied schedule including evening and weekend shifts. The position requires rigorous attention to detail; the ability to communicate clearly in English in both oral and written form; the ability to lift up to 40 pounds; and bend, stoop, and work while standing. Applicant must be able to type and use a personal computer. Minimum qualifications include the following: excellent customer service skills; ability to serve youth and adults; knowledge of library and office computer applications, Internet and other online information sources; one year of work experience interacting with the public or substituting successful completion of course work or training in office or library practices and principles for up to six months of the experience. Preference will be given to candidates with prior library experience. Applications are available at City Hall, Human Resources Department, S.E. 325 Paradise, Pullman, WA 99163. Closing Date: August 6, 2010. <http://www.pullman-wa.gov> E.O.E.