



Job Announcement February 3, 2023

Library Assistant

General Description

The Hailey Public Library has an opening for a permanent part-time library assistant. This position will work at a busy service desk in adult and youth services and may assist with library programming, creating promotional materials, marketing, social media, and performing collection maintenance.

The ideal candidate for this position will be creative, collaborative, tech-savvy, and possess impeccable customer service skills. The Library Assistant, under the direct supervision of the Library Services Manager, is responsible for delivering frontline patron services, department operations support, programming support, and many other duties.

Bilingual English/Spanish candidates are encouraged to apply.

Library Assistants are the most visible and direct customer service link to the patrons served. They perform much of the day-to-day customer contact and operational tasks across various departments and programs. Library Assistants may work in a limited department or program areas or, with training and experience, perform duties in many areas of the Library's operation.

Library Assistants actively demonstrate a propensity and desire to engage with patrons, provide courteous and prompt service, and advance the Library's day-to-day operations and mission.

This position has excellent potential for advancement and growth in areas that fit the candidate's skillset and areas of interest.

[Job Description for Library Assistant I, II, and III](#)

Minimum requirements for the position:

- High school diploma
- Excellent customer service skills
- Proficient computer skills

Job Details

Hours: TBD (12-29 hours)/week. Please indicate your preferences and availability on the employment application.

Employer: City of Hailey

Department: Library

Pay Range: \$17 - \$21 (DOE)

Reports to: Library Services Manager

Working Hours: The Library is open six days a week with evening and weekend hours. All library team members work at least one evening per week and an occasional Saturday.

Preferred Start Date: March 1 or sooner

Benefits: Flexible schedule. Excellent potential for growth. An employee working 20 or more hours per week is eligible for [PERSI](#) benefits.

Application Process

The position will remain open until filled but may close at any time.

The first review of applications is Wednesday, February 15.

The City of Hailey is an equal-opportunity employer.

Please email the following items to Lyn Drewien at lyn.drewien@haileypubliclibrary.org

- 1) Cover Letter
- 2) Current resume
- 3) [City of Hailey employment application](#)

For more information about this position, contact Lyn Drewien at 208.788.2036.

Thank you so much for your interest in joining the Hailey Public Library team!