



Vacancy Announcement

Position: Library Aide
Date Posted: May 16, 2017
Closing Date: June 02, 2017

About the Position and Department: A Library Aide works under the direct supervision of the Director of Library Services. This part-time position that will work twenty (20) hours per week, generally 1:00 p.m. to 5:00 p.m. Shifts may vary to meet the needs of the Department.

Position Overview: This position performs a variety of activities which promote and support the use of library resources. Interacts with patrons providing the highest level of customer service in identifying or locating materials in the collection as well as the process of checking library materials in and out. Sorts books, publications and other items according to classification code and returns them to shelves, files, or other designated storage areas. Delivers high quality library programs and services to the community.

Minimum Qualifications: Successful applicants will hold a high school diploma or equivalent. Must be at least eighteen (18) years of age. A minimum of one (1) year experience with Microsoft Word and Excel is required. Previous experience working in library setting is preferred. Must be able to complete the Montana Certification Program for Library Staff within one (1) year of employment. Must possess or be able to obtain a valid Montana driver license.

This position will have unsupervised contact with the children and is subject to a pre-employment criminal background check. May use a county owned motor vehicle and is subject to a motor vehicle driving history review.

How to Apply: Applications and a complete job description are available at the Human Resources office, 10 W. Fallon Avenue, Baker, Montana or online at www.falloncounty.net. Submit completed applications (resumes optional) by the closing date to: Human Resources Manager, PO Box 846, Baker, Montana, 59313. Questions may be directed to Stacey Moore at 406-778-8175 or Julie Straub 406-778-8164.

*This vacancy announcement provides a brief overview of the position for recruiting purposes and is not intended to as a full description of the work, competencies and qualifications. For a complete job description, please contact
Fallon County Human Resources.*

Fallon County is committed to affirmative recruitment and diversity in employment opportunity. It is the policy of Fallon County to provide equal

opportunity to all persons seeking or having access to its employment, services and activities, which is free from restriction based on race, color, religion, national origin, age, gender, marital status, veteran status, sexual orientation or disability. The information contained on employment applications is sought in good faith. It will not be used to discriminate against any applicant for employment in violation of State or Federal law.