

NOW HIRING - POSITION ANNOUNCEMENT

POSITION:	Public Services Librarian or Clerk
HOURS:	Full-time up to 40 hours per week; 5 days per week including rotating Saturdays
BENEFITS:	Sick Leave, Vacation, and Holiday Pay; Health, Dental, Vision and Life Insurance; Retirement benefits through PERS, Virtual EAP, Aflac
WAGE:	Starting \$18.50 per hour, but may be increased after 30 days on the job and evidence of advanced experience.
REVIEW DATE:	October 29 for first review, open until filled
START DATE:	Immediately upon successful completion of a full background check

Visit our website for full job description & application: www.northlakecountylibrary.org

APPLICANT MUST COMPLETE:

- ✓ North Lake County Public Library District Application
- ✓ Cover Letter (print or video)
- ✓ Current Résumé



SUMMARY:

Do you love working with a variety of people? Do you enjoy helping people find what they need? Do you have a creative side? Is providing exceptional customer service your #1 goal? Do you want to join an amazing and fun team in a newly renovated space? Then apply!

The Polson Library is seeking a friendly, self-motivated, highly dependable individual to join our team as a public service librarian or clerk. This person is primarily responsible for the day-to-day operations at both the desk near the children's area and the front desk, including circulation, reference, public computer assistance, direct services to the public, a wide variety of clerical support activities, interlibrary loan processing, adult program planning and hosting, and ongoing projects and related work as assigned. Other specialized duties may be assigned based on background and experience.

DESIRED SKILLS & ABILITIES:

- A background in customer service with exceptional customer service skills
- Knowledge of adult literature
- A high school diploma or equivalent; higher education preferred
- Reliability with regular and consistent attendance and punctuality
- Ability to work on your feet, walking, bending, reaching and lifting up to 50 lbs.
- Strong interpersonal skills
- Some flexibility in scheduling when necessary
- Library experience a plus, especially with Sirsi Dynix

RETURN COMPLETED PACKETS TO:

Abbi Dooley, Library Director
North Lake County Public Library District
102 1st St. E.
Polson, MT 59860
director@northlakecountylibrary.org or 406-883-8225



NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT

JOB DESCRIPTION

Position Title: Public Services Clerk/Librarian *(October 2025)*

Reports To: Library Director

General Summary: The Public Services Librarian or Clerk (determined by experience, education or certification) works under the supervision of the Library Director. This position is primarily responsible for day-to-day operations including circulation, reference, public computer assistance, direct services to the public, a wide variety of clerical support activities, interlibrary loan processing, adult programming, and ongoing projects and related work as assigned.

Responsibilities: *(The following are intended to illustrate typical duties and are not meant to be all-inclusive or restrictive. The following are duties that are shared or divided among three librarians or clerks)*

Participates in Day-to-Day Operations of the Library

- Provides exceptional customer service at all times
- Provides reference assistance
- Registers users, checks materials in and out, and re-shelves materials
- Performs circulation duties associated with overdues, reports, holds, and service statistics
- Processes assumed lost notices, monitors transit lists and other reports as assigned
- Assists library patrons in use of the online catalog, databases, and computers
- Assists with patron sign-up for computer use
- Performs clerical duties: answering phone, filing, photocopying, stocking supplies, etc.
- Delivers, collects, and sorts mail from the Post Office – as needed
- Responsible for daily cash handling procedures
- Processes Partner shipments
- Processes interlibrary loan requests both lending and borrowing
- Maintains Amazon seller inventory and processes shipments
- Creates the monthly library newsletter in conjunction with the Director
- Graphic design and social media/website updates
- Cataloging
- Performs opening and closing procedures as instructed
- Enforces library policies
- Makes reservations for study and community rooms
- Maintains public areas and general library appearance

Additional Job Duties

- Participates in collection development
- Suggests, plans and hosts programs
- Performs other duties as required or assigned

Job Requirements:

Knowledge, Skills, and Abilities

- Establish and maintain effective working relationships with other employees, trustees, patrons, and community members
- Exceptional customer service skills required
- Reliability is crucial to the positive team atmosphere
- Attention to detail and accuracy is essential
- Skill in the use of effective time management and organizational skills
- Skill in maintaining high productivity and self-motivation
- Flexibility during the workday will be required, depending on circulation desk needs
- Ability to work in a variety of environments with varying noise levels, including the children's area.
- Ability to communicate effectively, patiently, and courteously both orally and in writing
- Ability to show thorough knowledge of grammar, spelling, punctuation and composition
- Ability to handle multiple activities or interruptions at once and to work positively and effectively within a team model
- Ability to learn and use technology offered in the library and online
- Demonstrate knowledge in the use of all library services, programs and resources
- Possess proficiency in typing, word processing, and editing skills using Microsoft applications
- Ability to interpret and apply procedures and policies of the Library, organize work assignments, recognize priorities, understand and follow written and oral directions
- Ability to work a flexible schedule including rotating Saturdays.

Confidentiality

- Abide by Montana Confidentiality and privacy of library records laws
- Abide by the ALA Code of Ethics

Education and Experience

The above knowledge, skills and abilities are typically acquired through an equivalent combination of education and experience sufficient to perform in this position including:

- Extensive experience, competency, and courtesy working with the public
- High school diploma, although higher degree is preferred
- Montana State Library Certification, MLIS degree or 2 years of sufficient library experience qualifies candidate for the job title of Public Services Librarian. Otherwise, job title is Public Services Clerk until criteria is met.
- Prior experience with SirsiDynix, OCLC, Overdrive, and other library experience a plus.

Professional Growth

- Attend workshops, conferences and trainings, both in person and online, to expand knowledge, with the option to achieve certification

Other Requirements

- Must have and maintain a valid Driver's License if operating library vehicle

Physical Demands*

- Personal contact with the public and other employees is continual, requiring strong communication skills, tactfulness, diplomacy, and good judgment under stressful situations
- Duties are performed in an environment with noise levels ranging from quiet to loud
- Must be able to safely operate the library's motor vehicle for both short trips as well as longer travel out of the City, if required.
- Must be able to walk, sit, talk, and hear
- Must be able to use hands to finger, handle, feel or operate objects, tools or controls
- Must be able to reach with hands and arms
- Must be able to climb, balance, stoop, kneel, crouch, or crawl
- Must be able to tolerate all types of dust
- Must be able to lift and/or move up to 50 pounds
- Must possess close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus
- Must be able to tolerate long-term use of computers
- Must be able to tolerate standing or sitting for a prolonged period of time at one station
- Must be able to travel on occasion

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Background Check: Criminal and motor vehicle background check required.

Expected Hours of Work: 40 hours per week with rotating Saturday shifts. Overtime is not typical, should not be expected, and is only allowed with preapproval by the Director.

Benefits and Wages: Retirement benefits are provided through the Montana Public Employee Retirement System (PERS). Vacation, sick and holiday pay. Starting wage for this position is \$18.50, but may be increased after completion of 30 days on the job and evidence of advanced experience.

Disclaimers

The position descriptions above are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all working conditions, responsibilities, duties and skills required. Individuals may perform other duties as assigned including work in other functional areas to cover absences or provide relief, to equalize peak work periods or, otherwise, to balance the workload. Management reserves the right to assign or reassign duties and responsibilities to this position at any time. Hours, duties and working conditions may be altered under extenuating circumstances. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job. The Library is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, national origin, age, physical or mental disability, marital status, pregnancy, religion, creed, sex, sexual orientation, political beliefs, genetic information, veteran's status or vaccinated status.



Employment Application

North Lake County Public Library

102 1st St. E.
Polson, MT 59860
(P) 406.883.8225 (F) 406.883.8239
director@northlakecountylibrary.org
www.northlakecountylibrary.org

Please complete this application by typing or printing in ink. Incomplete or unsigned applications will not be considered. This application is not intended to and does not create a contract or offer of employment. A completed application will be kept on file for 3 months.

Job Title _____

How did you hear about this job? _____

Personal Information

Name: _____ Today's Date: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Valid Driver's License? _____ Reliable Transportation? _____ Date available: _____

Are you a Veteran of Military Service? (yes or no) _____ Legally eligible for employment in the U.S.? _____

Education

High School Diploma or GED? (yes or no) _____ High School: _____

Highest Post-Secondary Degree? AA BA MA Ph. D.

College or University Attended: _____

Years Completed: _____

Major: _____ Minor: _____

Work Experience *List most recent work here. Include other experience on your resume.*

Company Name: _____ Immediate Supervisor: _____

Address: _____ City _____ State _____ Zip _____

Job Title: _____ Phone: _____

Generally, what do you do there?

Dates: From _____ to _____ Reason for Leaving: _____

Additional Information

Volunteer work:

Licenses and Certificates

Memberships, Special Skills, Hobbies, etc.

References *(do not include immediate family – spouse, child, parent, grandparent, sibling)*

Please provide names, phone numbers and/or email addresses for at least three personal or professional references on your resume.

The position you are applying for may require skills assessments which will be assigned after the review process. The position may also require a background check if you are selected as the successful candidate. All positions have a 12 month probationary period.

The information you provide on your application packet is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date. Do you want to be informed before we contact your present employer?

____ yes ____ no

Signature: _____ **Date:** _____

With my signature above (typed or written), I certify that all information on this and all attached pages is true, correct, and complete to the best of my knowledge and contains no willful falsification or misrepresentations. I authorize all former employers to release job-related information they may have about me and I release all persons/companies from any liability of responsibility for providing such information.

We are an Equal Opportunity Employer. We do not discriminate in hiring based on state and federally-protected classifications.

Include this application with a copy of your full resume and a written or video cover letter. Full application packets in print may be delivered in person or by mail, or send the packet digitally by email to director@northlakecountylibrary.org.