



*An Equal Opportunity Employer*

## **POSITION AVAILABLE: JUNIOR LIBRARIAN**

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***Job Title: Junior Librarian***

***Pay Type: Hourly***

***Status: Temporary 1yr***

***Pay Rate: \$12.55***

***Hours per week: 19 or as needed based on business needs***

***Benefit Eligibility: Not Eligible for Benefits***

***Position Close Date: OPEN UNTIL FILLED***

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The Junior Librarian assists library staff in all departments and locations of the District in a rotating schedule getting exposure to and experience with the philosophy and research behind the day-to-day operations of a public library. The position is for a student currently enrolled in high school or college and considering a career in libraries.

### **Duties and Responsibilities**

#### *Essential*

Assists library staff in the planning and execution of library programs for all ages. In rotation, some programs may be held offsite at a branch or with the Outreach department and bookmobile staff.

Provide excellent customer service to library patrons. Assist with technology questions including Microsoft Office, internet, faxing, job searches and social media needs. Troubleshoot common lab and internet problems. Answer questions about operating e-readers and mobile devices for the library's electronic materials. Provide reference assistance utilizing library and state databases, library materials, and quality online sources. Provide reader's advisory services. In rotation, some programs may be held offsite at the branch or with the Outreach department and bookmobile staff.

Sort and shelve materials according to Dewey Decimal Classification. Operates sorting machine and performs routine maintenance on machine. Maintain order of items on shelves. Maintain physical appearance of library.

Shadows leadership team, attending regular and special meetings whenever possible.

#### *Marginal*

Performs other duties as assigned.

## **Working Conditions**

**Physical Requirements:** The job requires the employee to constantly stand, twist/turn, maintain flexibility, hear, listen, see, and speak clearly; perform manual dexterity movements; frequently stoop/bend and walk; seldom sit, kneel, crawl, and balance. The job also requires the employee to lift and carry 10-25 lbs; reach at, above, and below shoulder height; grasp objects weighing 10-25 lbs.; push and pull objects weighing 50 lbs.

**Mental Requirements:** The job requires the employee to read, write, perform clerical duties, comprehend and use perception, perform alphabetical and numerical sorting/filing, and perform basic math.

**Technology, Equipment, and Devices:** The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used Microsoft applications, library systems and databases, email and cloud environments, and social media. The job requires the employee to operate and occasionally troubleshoot general office equipment as well as smartphones, tablets, e-readers, gaming equipment, new consumer technology, and book carts.

**Work Environment:** The job requires the employee to be subjected to repetition, working alone, working around others, verbal contact with others, face-to-face contact, inside environments, mechanical equipment, and moving objects.

**Expected Hours of Work:** The job requires employee to work a varied schedule, including days, evenings, and weekends (Saturday and Sunday). Position schedule is subject to change at any time at the discretion of management.

**Expected travel:** The job requires limited travel for training and conference activities..

## **Minimum Qualifications**

**Knowledge, Skills, and Abilities:**

Proficient with standard Microsoft applications (including Office applications). Ability to learn and adapt to new software and equipment technologies.

Exemplary customer service and desire to work in a public service role. This position requires excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers, and coworkers. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations.

**Experience:** None

**Education:** This position requires the incumbent be currently enrolled in high school or college.

**Training, Licenses, or Certifications:** None

**Supervisory Responsibility:** None

**Preferred Qualifications:** A love for reading and a passion for learning. Bilingual, preferably Spanish-English, or other languages.

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**Disclaimers:** The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to

perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Meridian Library District is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, age, or disability. In addition, preference in employment may be given to veterans who qualify under state and federal laws and regulations.