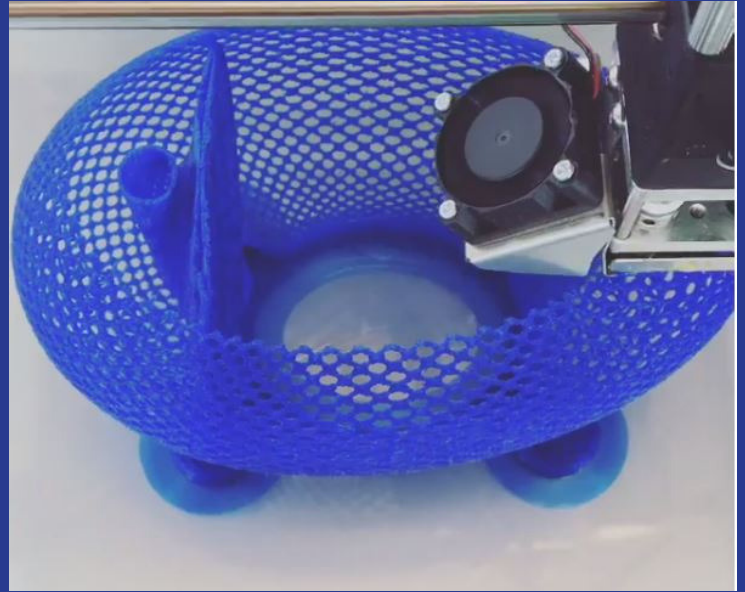


MERIDIAN LIBRARY DISTRICT

ENRICHING LIVES. IGNITING CURIOSITY.
CULTIVATING CONNECTIONS.



Be part of a transformational library committed to connecting the community to new and creative resources in meaningful ways. Meridian Library District serves 85,000 residents through two branches, a bookmobile, an emerging technology branch, and online services.

LIBRARY POSITION:
PART-TIME TECH LIBRARY ASSISTANT

BENEFITS | PART-TIME

- Employee Assistance Program (EAP)
- Holiday accrual for District observed holidays after 1 year of employment

RESPONSIBILITIES

- Actively seeks out and discovers program and event topics that are appealing and relevant to the community
- Plans, develops, organizes, schedules, implements, and evaluates informational, educational, events/programs for the library
- Works with manager on program budget
- Coordinates programs and event logistics with facility maintenance
- Oversees the set-up and takedown of programs/events
- Coordinates marketing efforts
- Works with library staff, patrons, presenters and community groups
- Maintains accurate records, collect statistics, tracks performance measures
- Provides technology support to patrons, and troubleshoot common lab and internet problems
- Maintains a high level of customer service
- Operate the sorting machine
- Assist the managers with the day-to-day operations of the library,

SCHEDULES

- 19 hours per week
- Flexible schedule (mornings, afternoons, nights and weekends)
- Scheduling depends upon size of library and current library needs

HIRING RANGE

- Hiring rate is:
\$14.05 per hour DOE



A SUCCESSFUL TECH LIBRARY ASSISTANT:

- Has a sense of humor
- Excels at customer service
- Enjoys working with people
- Has excellent communication skills
- Is energetic, motivated & details-oriented
- Ability to learn and adapt to new software and equipment technologies

LEARN MORE: [@MeridianLibrary](http://www.MLD.org/employment)