

Job Announcement - City of Middleton, Library

Library Department Position: Library Associate – Marketing

Salary Range - \$11.75-\$15.00

Benefits: This position is classified for up to 19 hours per week, per business need and is not eligible for benefits.

Posted: 10/12/17 and open until filled. Apply by sending an email with a cover letter, resume and three references to klovan@mymiddletonlibrary.org.

Responsibilities:

The Library Associate, Technical services will be responsible for copy cataloging (data entry), processing (covering, labelling, repairing) and various other technical services tasks with training and supervision. This position will direct and support the work of our TS pages and numerous dedicated volunteers who shelve, process and maintain our collection.

This position is able to give input in the development of the schedule, and is ideal for a parent, student or other individual with consistent commitments that limit availability.

This position reports to the Customer Care and Administration Coordinator.

Minimum Qualifications:

- A high school diploma, GED or equivalent
- A high level of comfort with technology and the ability to learn library systems, networks and devices
- Motivated, with the ability to multi-task
- Excellent collaborative skills and the confidence to ask questions and seek support
- Commitment to the values and goals stated in the library's strategic plan
- Experience with detail oriented work, preferably in a data related position

Qualifications Required for Promotions and Raises After Hire:

This position is qualified at a MPL3 level, which requires an Associate's degree in Library Science or related field for promotion and increases in pay. The Middleton Public Library, in partnership with the Idaho Commission for Libraries has significant resources allocated to assisting employees in gaining education required for their positions.

Ability to:

- Complete data entry processes with an extraordinary level of attention to detail
- Consistently complete multi step processes both in data retrieval and data entry
- Monitor and assess repetitive processes for efficiency and quality control purposes
- Manage volunteers consistently and respectfully
- A commitment to excellence and the motivation to self-monitor for quality and consistency in our collection maintenance
- Flexibility and the willingness to take on other duties as assigned