

City of Kelso Employment Opportunity

Library Assistant I

\$ 2,579 – \$ 3,223 Monthly

Application Deadline : Friday, July 7, 2017 4:00pm

The City of Kelso is seeking qualified, highly-motivated candidates for the position of Library Assistant I at the Kelso Library. This position provides general library patron support and library administrative services working in a team environment. This position requires working rotating shifts including days, evenings, and Saturdays. These shifts include times when the position works independent of supervision, while providing supervision to part-time staff. Some shifts have heavy public contact which requires tact, patience, and the ability to communicate clearly. This position works in an environment characterized by frequent deadlines, constant interruptions, multiple tasks and potential conflicts with the public. The Library Assistant I reports solely to the Library Manager. Movement within the Library is essential.

Requires a high school diploma or GED from an accredited school. Two years' minimum college and one years' experience in a small to medium sized public library, or one year of college and two years' experience in a small to medium sized public library. Must be able to demonstrate proficiency in Microsoft Word (word processing), Excel and office methods procedures, special program applications, and spreadsheet programs. Must be able demonstrate attainment of the necessary Knowledge, Skills, and Abilities provided within the position description.

Candidates should be able to communicate effectively both orally and in writing, demonstrate general proficiency in the operation of office computer software. Strong organizational skills and customer service values are required.

Application packets and a complete job description can be obtained through WorkSource, 305 S. Pacific, Kelso, WA 98626 or at the City's website: <http://www.kelso.gov/departments-services/employment-opportunities>.

Please submit a signed application, resume, and cover letter to WorkSource, 305 S. Pacific, Kelso, WA 98626 or Patty Murray, City of Kelso, P.O. Box 819 Kelso, WA, 98626 by 4:00 p.m., Friday, July 7, 2017.

Kelso is an Equal Opportunity Employer.