



Belvedere
Tiburon
Library

LIBRARY ASSISTANT I for CIRCULATION

Part-Time

Job Announcement

ABOUT THE POSITION

The Library Assistant I (LA I) performs various library work to support the operation and activities of one or more of the Library's departments. This position works closely with staff to assist with the circulation of materials and ensure patrons enjoy the highest level of customer service while using the library.

SALARY AND BENEFITS

\$22.77 to \$28.04 per hour with appointments typically made at Step 1

Part-time up to 19 hours per week including evenings and weekends

Benefits including:

- Sick leave
- Professional development stipend

APPLICATION INSTRUCTIONS

Submit your completed application form and résumé by **November 4, 2022 at 5:00 pm**. All application materials must be submitted by email to jobs@beltiblibrary.org with the subject: Library Assistant.

This position is open until filled. Initial review of applications will begin early November with the first round of interviews taking place in November 14-18. Questions may be submitted by email or phone to Kristin Johnson, Administrative Services Manager at 415-789-2665 or kjohnson@beltiblibrary.org.

ABOUT THE LIBRARY

The Belvedere Tiburon Library is an independent community library serving the City of Belvedere and the Town of Tiburon. The Library is located just north of San Francisco in Marin County, California. It is accessible by ferry from downtown San Francisco, as well as by car from Highway 101. The recently renovated and expanded library boasts a new teen library, art gallery, makerspace, digital lab, and meeting rooms. The Library is under new leadership who values high-quality customer service, innovative programming, and fostering a collaborative team environment.

THE IDEAL CANDIDATE

The ideal candidate has excellent customer service skills, a friendly rapport, and has a keen eye for detail. This person needs to be reliable, a team player, and demonstrate good judgement. The candidate should have some college/technical coursework completed or at least a year of practical experience. This person should have the ability to use digital applications and quickly learn library-specific resources.