



JOB ANNOUNCEMENT
Assistant Librarian Cleveland Library
Part time 16 hours per week, with no benefits
Grade 7 @ 9.41 per hour

Under the direction of the Branch Librarian, provides courteous and helpful assistance to library patrons with library materials including access to CD programs and referencing on the Internet; answers telephone inquiries, operates library equipment, conducts story time and theme programs for children, prepares exhibits and bulletin boards for educational, cultural and community interest; ensures that books checked in are placed on circulation cart; assists in the shelving of books during the day.

Working knowledge of personal computer operations and various word processing and informational programs; ability to communicate effectively, verbally and in writing.

Send, fax, or email resume to: Mary Huntington, Emery County Personnel, Box 907, Castle Dale, UT 84513. Fax: 435-381-2308 Email: huntington@co.emery.ut.us

Recruiting for this position ends September 14, 2010

EMERY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER