



21 West Nicolet Street
Banning, CA 92220
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Job Announcement
LIBRARY ASSISTANT 1
Salary Range: \$14.64 (hourly)
Job Type: Part-Time

POSITION

There are two (2) immediate Library Assistant position available. The ideal candidate will be courteous, detailed-oriented with strong customer service skills, and able to communicate in a clear and concise manner. Library Assistant will provide general assistance to patrons and perform a variety of clerical duties and assist with library programs.

TYPICAL TASKS

Checks-in and checks-out library materials for customers, empties the book drop, answers the telephone, files documents and library materials according to Library procedures, participates in shelf reading as assigned, operates a variety of office and business equipment, collects fines and fees and writes receipt as requested, answers directional and informational inquiries, set-up and clean-up after library programs, do story-time and activities, and performs other duties as assigned.

QUALIFICATIONS

- Graduation from high school or equivalency is required; AND
- One (1) year of experience in a public library; OR two (2) years of experience in a customer service setting;
- Must have a flexible schedule that may include a combination of days, evenings, weekends;
- Bi-lingual preferred.

PHYSICAL DEMANDS

- Ability to sit, stand, walk, and kneel AND push or pull carts AND pick up boxes or supplies weighing up to 20 pounds

BACKGROUND AND LIVE-SCAN CHECK

If the Banning Library District makes a contingent offer of employment, the District will make an individualized assessment of whether your conviction history has a direct or adverse relationship with the specific duties of the job, and consider potential mitigating factors, including, but not limited to, evidence and extent of rehabilitation, recency of the offense(s), and age at the time of the offense(s). If asked to provide information about a conviction history, any convictions or court records which are exempted by a valid court order do not have to be disclosed.

TO APPLY: Submit your application to the Interim District Director at kevin@banninglibrarydistrict.org. Applications will be accepted until the position is filled.