

NOTICE OF JOB OPENING

POSITION: **Librarian**

CLASS: 11/1 HOURLY RATE: \$16.98

This is a full-time position w/benefits including health, dental & vision insurance, leave accrual of sick & annual leave, paid holidays and enrollment in the Public Employees Retirement System.

Opening Date for All Applicants: July 8, 2024

Closing Date for All Applicants: Open until filled

JOB DESCRIPTION

The responsibilities for this position include, but are not limited to, patron transactions, programming for all ages, collection management, and processing of library items. These include registering new patrons, assisting patrons with the public access computers and Internet use, and assisting patrons with general and advanced research, checking items in and out, shelving library materials, handling overdue library materials, processing interlibrary loans, and entering information into the library computer system. This position also plans and conducts sessions of community interest for children and adults and may manage bookmobile schedule and driving of bookmobile route.

This is a Tuesday – Saturday position. The Saturday hours consist of Six (6) hours.

QUALIFICATIONS

1. Must be at least 18 years of age.
2. Must have High School Diploma or GED equivalent.
3. Previous library experience preferred.
4. Must possess computer and Internet knowledge, good typing skills and experience using general office equipment.
5. Must be able to work independently.
6. Must be able to lift up to 25 lbs. Ability to sit and/or stand for extended periods.
7. Must possess a positive working relationship with other employees, other county entities, and the public.
8. Must possess a valid driver's license.

Applications are available at the **Mineral County Library**, PO Box 1390, 110 1st Street, Hawthorne, Nevada (775) 945-2778 and on the Mineral County website @ <http://mineralcountynv.us/>

Mineral County is an Equal Opportunity Employer.

Accommodations for disabled applicants can be arranged by calling the Office of the Comptroller (775) 945-0706.

Mineral County is a Drug and Alcohol Free Workplace.