

Kelso Public Library is hiring a part-time Library Page 1

Salary: \$13.69 per hour

The library is seeking applicants who have a passion for libraries, literacy, learning, and public service. Duties will include assisting library patrons with locating and checking out library materials, creating library card accounts for new users, assisting with setup and cleanup for programs, and assisting patrons using library technology.

This is a part-time non-exempt hourly position that requires flexibility as well as working nights and weekends. The schedule for this position will generally be every Wednesday through Friday 6-8pm and Saturdays 10-6pm but may vary depending on library needs and program schedule.

Key traits:

- Exceptional technology and digital literacy skills
- Possesses a keen attention to detail, and excellent time-management skills
- Ability to project a positive and pleasant attitude to the public and work effectively with others
- Has an awareness of the purposes and functions of the public library and the ability to learn routine library procedures and core library values
- Demonstrates good judgment, trustworthiness, and professional standards of conduct

\*Individuals with experience working in a public library setting or who have existing customer service experience are encouraged to apply.

First review: July 27, 2021

**For applications:**

Go to: [www.kelso.gov](http://www.kelso.gov) – Apply for Jobs - Job Opportunities

**Submit: Application, Resume, and Cover Letter**

Questions Contact: Patty Murray, Administrative Programs Manager/HR – 360-577-3347

email: [pmurray@kelso.gov](mailto:pmurray@kelso.gov)

**City of Kelso is An Equal Opportunity Employer**