

**JUDITH BASIN COUNTY
SUBSTITUTE LIBRARIAN (FOR HOBSON & STANFORD)
POSITION DESCRIPTION**

Judith Basin County is an equal opportunity employer. The County, shall, upon request, provide reasonable accommodations to other qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employee's knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Reports to: Judith Basin Co. Librarian

Job Definition and Starting pay: Short Term Employee / \$15.00 per hour

Position overview: A substitute librarian provides assistance with library functions in offering quality library services to the public. Performs a variety of routine clerical and manual work in circulating and processing library materials and providing services to library patrons.

General responsibilities:

- *Aspires to help patrons to become lifelong library users by introducing them to the wealth of library resources and enables them to use library services effectively.
- *Assists patrons in locating needed resources.
- *Participates in circulations tasks, which may include checking library materials in and out, record keeping, opening and closing routines, reserves, and other tasks associated with circulating materials.
- *Answer the telephone calls and provides information.
- *Enforces library rules for the protection of library patrons and property.
- *Helps to maintain a neat, clean, functional and inviting library. Provides a welcoming and safe environment.