

RECRUITMENT BULLETIN

BIG HORN COUNTY
P.O. BOX 908
HARDIN, MT 59034

RECRUITMENT NO.	OPENING DATE	CLOSING DATE
16-2	February 25, 2016	March 11, 2016

POSITION: Library System Operator II

LOCATION: Big Horn County Library

SALARY: 13.50 per hour

SCHEDULE: 40 hours per week, Mon-Thu, 10:00 a.m.-7:00 p.m., Fri, 9:00 a.m.-6:00p.m.

BENEFITS: County employee benefits including paid vacation and sick leave.

MAJOR DUTIES: Under the general direction of the Library Director, works collaboratively with other library staff to deliver professional quality Library service to the public. (Job description available)

QUALIFICATIONS: Applicants must be a high school graduate or equivalent. Must have ability to earn Montana State Library Certification. Must possess a valid Montana Driver license and be an insurable driver.

Preferred: Two years experience in an automated public, school or college library environment or the equivalent of an Associate's Degree.

PRE-EMPLOYMENT

TESTING: The successful applicant must undergo pre-employment drug and alcohol testing.

INTERVIEWS: Written test and oral interviews will be conducted after the closing date by a selection committee.

HOW TO APPLY: Submit Big Horn County Application to the Human Resources Office, Room 302, of the Big Horn County Courthouse, or to the mailing address listed above.

DEADLINE: Applications must be received or postmarked no later than the close of business on the closing date specified above.

BIG HORN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. NOTHING IN THIS RECRUITMENT BULLETIN IS INTENDED TO GUARANTEE CONTINUED EMPLOYMENT. IF YOU ARE CLAIMING PREFERENCE, PLEASE SUBMIT PROOF WITH YOUR APPLICATION.

Publish: February 25, 2016
Bill to: BHC Public Library