

## RECRUITMENT BULLETIN

### BIG HORN COUNTY

ATTN: Human Resources

P.O. BOX 908

HARDIN, MT 59034

RECRUITMENT NO.	OPENING DATE	CLOSING DATE
19-06	January 31, 2019	February 15, 2019

**POSITION:** Library System Operator II

**LOCATION:** Big Horn County Library, Hardin, MT

**SALARY:** \$12.60 per hour, plus benefits

**DUTY HOURS:** Full-time: 10:00 a.m. - 7:00 p.m. Mon-Thu; 9:00 a.m. – 6:00 p.m. Fri

**MAJOR DUTIES:** Under the general direction of the Library Director, works collaboratively with other Library staff members to deliver professional quality Library service to the public. Performs all routine Library functions, including working the children's and adult circulation desks, and book and periodical shelving; responsible for mastery of all Montana Shared Catalog functions, including the creation of item records in the Shared Catalog, and the maintenance of links to books, magazines, and other materials; serves patrons and assures that the Library functions smoothly on a day-to-day basis; may be assigned to create graphics, reference guides, displays, reports, bulletin boards, programming and training materials, and statistical reports as needed. Physical demands may include walking, bending, stooping, climbing ladders, standing, and lifting up to 35#s (greater with assistance). Other duties as assigned.

**QUALIFICATIONS:** Minimum: Equivalent to graduation from High School. Must possess the ability to meet the public and communicate with understanding, clarity, tact and courteousness; must possess computer skills.

Preferred: Two (2) years of experience in an automated public, school, or college library environment, or the equivalent of an Associate's Degree.

Must have ability to earn Montana State Library Certification. Must possess a valid Montana Driver License and be an insurable driver.

### PRE-EMPLOYMENT

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

**DISTRIBUTION:** Countywide

**HOW TO APPLY:** Submit a Big Horn County application to the Human Resources Office, Room 302, Courthouse or to the mailing address listed above. For application, call (406) 665-9735 or email [rjohnson@bighorncountymt.gov](mailto:rjohnson@bighorncountymt.gov). Job description available upon request.

**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: January 31, 2019

Bill to: Big Horn County Library