

LIBRARY ASSISTANT

**BBEDC/CITY OF DILLINGHAM PUBLIC LIBRARY
SEASONAL EMPLOYMENT**

QUALIFICATIONS:

- **BBEDC CDQ COMMUNITY RESIDENT**
- **MUST BE 18 OR OLDER**
- **HIGH SCHOOL DIPLOMA OR GED REQUIRED**
- **HAVE EFFECTIVE VERBAL, WRITTEN, PRESENTATION, LISTENING, AND COMMUNICATION SKILLS**
- **ABLE TO INTERACT WITH PUBLIC IN A COURTEOUS, HELPFUL, AND PROFESSIONAL MANNER**
- **ABLE TO WORK INDEPENDENTLY**
- **ABLE TO OPERATE COMPUTERIZED LIBRARY, SPREADSHEETS, WORD PROCESSING, EMAIL, AND DATA PROGRAMS**
- **PREVIOUS LIBRARY WORK EXPERIENCE PREFERRED**

DUTIES:

- **ASSIST GENERAL PUBLIC WITH LIBRARY REQUESTS**
- **RE-SHELF LIBRARY MATERIALS**
- **USE LIBRARY'S SOFTWARE TO CIRCULATE MATERIALS TO PATRONS**
- **SORT MAIL, MAGAZINES, AND CATALOGS**
- **ASSIST LIBRARIAN IN PROCESSING NEW MATERIALS AND CONDUCTING PERIODIC INVENTORY OF LIBRARY COLLECTION**
- **SUPERVISE UNATTENDED CHILDREN AND TEENAGERS USING THE COMPUTERS AND OTHER LIBRARY MATERIALS**
- **RECORD ALL INCOMING CASH RECEIPTS, APPLY TO ACCOUNTS, AND VERIFY ACCURACY OF APPLICATION OF RECEIPTS**
- **COORDINATE READING PROGRAMS, INCLUDING STORY HOURS AND SUMMER READING PROGRAMS**
- **PREPARE PETTY CASH REIMBURSEMENT REQUESTS, RECORDS, AND VERIFYING BALANCE**
- **EVALUATE THE CURRENT COLLECTION FOR ACCURACY AND RELEVANCE**
- **CHOOSE QUALITY REPLACEMENT MATERIALS, PURCHASE AND PROCESS NEW MATERIALS**
- **ASSIST IN COORDINATING THE ANNUAL FRIENDS OF THE LIBRARY USED BOOK SALE**
- **OTHER DUTIES AS ASSIGNED**

COMPENSATION:

- **\$27.19 PER HOUR**
- **30 HOURS PER WEEK**
- **JUNE - AUGUST 2026**
- **UP TO 11 WEEKS OF EMPLOYMENT**

**BBEDC WILL BE ACCEPTING APPLICATIONS UNTIL THE POSITION IS FILLED.
FOR AN APPLICATION OR ADDITIONAL INFORMATION, CONTACT BBEDC AT
1-907-842-4370**