The Ellsworth Public Library is currently looking for a part-time Library Assistant. This person would work every Saturday morning from 9:00 am – Noon and the occasional weekday during normal library hours. Some duties include…

* Preform clerical work
* Check out and check in library materials
* Assist the director with tasks
* Light housekeeping
* Assist patrons in the use of library services and facilities

Qualifications

Knowledge/Skills: Good alphabetizing skills; strong communication and customer service skills.

Essential Physical Abilities:

* Periodic walking, standing, stooping, sitting, reach, required in normal course of performing essential duties
* Talking, hearing, and seeing are essential to effective performance of the job
* Common eye, hand, finger dexterity required for most essential functions

Please stop at the library for an application or send a resume and letter of interest to…

* director@ellsworth.lib.ia.us
* Ellsworth Public Library PO BOX 338, Ellsworth, IA 50075

Feel free to email or call the library at (515)836-4852 with any questions.