

June 6, 2019

**NOTICE OF JOB OPENING**

POSITION: **Mina-Luning Librarian**

CLASS: 4/1 E, \$11.45 per hour

This is a Part-time position. Tuesday/Thursday 10am – 2pm shift

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Opening Date for all Applicants: Thursday, June 6, 2019

Closing Date for all Applicants: Monday, June 24, 2019

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**JOB DESCRIPTION**

Primary functions of this position will be performed at the Mina-Luning Library in Mina. The circulation librarian must perform independently, with an ability to answer reference questions, help patrons with general and advanced research and bibliographic searching, locate sources and fill requests for library materials, assist patrons using the public computer, and maintain a variety of records. Janitorial duties are required.

**QUALIFICATIONS**

1. Must be at least 18 years of age.
2. Must have High School Diploma or GED equivalent.
3. Previous library experience preferred.
4. Must possess a valid Nevada Driver's license.
5. Must possess computer and internet knowledge, good typing skills and experience using general office equipment.
6. Must be able to lift up to 20 lbs.
7. Must be able to sit for extended periods and frequently stand and walk.
8. Must possess a positive working relationship with other employees, other county entities, and the public.

Applications are available at the **Mineral County Library**, PO Box 1390, 1<sup>st</sup> & A Street, Hawthorne, Nevada (775)945-2778.

**Mineral County is an Equal Opportunity Employer.**

**Mineral County is a Drug and Alcohol Free Workplace.**

**Accommodations for disabled applicants can be arranged by calling the Office of the Recorder/Auditor (775) 945-3676.**