

May 1, 2018

NOTICE OF JOB OPENING

POSITION: Assistant Director

CLASS: 12/1 – 12/3

HOURLY RATE: \$13.45 – \$14.14 (DOE)

Opening Date for all Applicants:	Tuesday, May 1, 2018
Closing Date for all Applicants:	Friday, May 18, 2018 at 5:00 p.m.

JOB DESCRIPTION

Duties of this position include but are not limited to maintaining the library collection and the database that reflect the collection. Responsible for day-to-day accounting, vouchering of invoices, and monthly budget reconciliations. In the absence of the Library Director, assumes the duties and responsibilities of the Director. Assists in the administration of the library, the placing of orders for materials, services and supplies and all operations of the circulation desk.

QUALIFICATIONS

1. Must be at least 18 years of age.
2. Associate's degree or 2 years of college required.
3. Accounting experience preferred.
4. Two (2) years office experience.
5. Computer/ Internet proficiency and skilled typing required.
6. Library experience preferred.
7. Must be able to lift 20 pounds. Ability to sit and/or stand for extended periods.
8. Must possess a positive working relationship with other employees and the public.

Applications are available at the **Mineral County Library**, P.O. Box 1390, 1st & A Street, Hawthorne, Nevada (775)945-2778.

Mineral County is an Equal Opportunity Employer.

**Accommodations for disabled applicants can be arranged by calling the
Mineral County Library (775) 945-2778.**

Mineral County is a Drug and Alcohol Free Workplace.