



Seeking applications for the position of:
Library Services Specialist (Part Time)

Open Date: December 5, 2025

Closing Date: December 19, 2025

Rate of pay: \$18.54 per hour, limited to 19.5 hours per week

QUALIFICATIONS:

- Graduation from high school or possession of a GED; and
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

General Statement of Duties: A Library Services Specialist provides customer service and assistance to library guests regarding library services, programs, and resources. This is a part time position with no benefits afforded. Work hours are capped at 19.5 per week. **Please note**—Saturdays and evening shifts may be a regular part of the work schedule.

Required Knowledge, Skills & Abilities:

Knowledge of:

- Customer service skills needed to create a positive experience for guests
- A basic understanding of adult and children's literature
- Effective communication skills

Ability to:

- Learn Library circulation operations, including automated circulation systems
- Sort, shelve, and organize books and other library media
- Assist library guests with various technology offerings (computers, ebook readers, digital services)
- Provide circulation desk coverage
- Assist with preparation/presentation of adult and juvenile programming and events
- Work a flexible schedule

Other Requirements:

All candidates are required to pass the following to be considered for the above position:

- Ability to pass a background check and pre-employment drug/alcohol test

Please send letters of interest explaining why you believe you are the most qualified candidate for the position along with a completed application and resume to the Human Resource Department at PO Box 10, Mountain Home, ID 83647 or email to hr@mountain-home.us. Applications and a full job description are available on the City website at www.mountain-home.us or can be picked up at City Hall. No phone inquiries please.