

Additional information and the application are available on the City's website at www.cityoflewistown.com or through Job Service. Completed applications must be submitted to the City of Lewistown, Attention: Human Resources, by 5 pm on October 3, 2026.

Position Title: Librarian I

Accountable To: Library Director or Director's Designee

Wages and Benefits: The wage for the Librarian I position is \$17.50. This is a non-exempt position. This is a part-time position working up to 12 hours per week. The Library typically operates on a nontraditional schedule, and work hours may include evenings and weekends. Benefits include prorated vacation and sick leave. Retirement is required and Union membership is optional. A probationary period of six months is required.

Position Summary

The Lewistown Public Library is seeking a friendly, dependable, and community-minded individual to serve as Librarian I. This position provides professional and routine library services, with an emphasis on daily responsibilities completed according to established procedures. The ideal candidate enjoys working with people of all ages, providing excellent customer service, and helping patrons access library materials, technology, programs, and resources.

Essential Job Functions

Duties include helping patrons use print and electronic resources; creating patron accounts; handling payments; shelving, processing, and repairing materials; and preparing displays and promotional materials. The position also assists with programs, outreach, reports, equipment, technology, and general upkeep of the Library. Other duties may include providing basic instruction to employees or volunteers and participating in continuing education.

The position requires the ability to move throughout the facility and regularly sit, stand, walk, bend, climb, kneel, reach, carry, and stoop. Employees must be able to operate computers and office equipment, handle library materials, and lift up to 25 pounds or heavier items with assistance.

Education, Training and Experience

A high school diploma or equivalent and basic computer skills are required. College coursework and experience with electronic resources or office procedures are preferred. Applicants must have strong customer service, communication, organization, and teamwork skills. Montana Library Certification may be required.