

Additional information and the application are available on the City's website at [www.cityoflewistown.com](http://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 II

**Accountable To:** Library Director or Director's Designee

**Wages and Benefits:** The wage for the Librarian II position is \$18.83. This is a non-exempt position. This is a full-time position. The Library typically operates on a nontraditional schedule, and work hours may include evenings and weekends. Benefits include retirement, health insurance, vacation and sick leave. Union membership is optional. A probationary period of six months is required.

### **Position Summary**

The Lewistown Public Library is seeking a knowledgeable and service-oriented Librarian II. This position performs professional library services and assumes responsibility for assigned collections, programs, projects, or areas of the Library.

### **Essential Job Functions**

Duties include assisting with library programs, collections, building maintenance, archival preservation, and long-term projects. The position may order supplies, serve as a backup for cataloging, complete specialized training, and work with the Montana State Library, nonprofit organizations, and other libraries on shared projects.

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 bachelor's degree or an equivalent combination of education and four to eight years of related experience is required. Coursework in library science or previous library certification is preferred. Applicants must be familiar with library collections, cataloging practices, electronic resources, databases, and standard office software. Strong customer service, communication, organization, leadership, and teamwork skills are essential.