Library Assistant – Middleton Public Library, City of Middleton

Library Department Position: Library Assistant, Customer Service

Salary Range – $11.25 to $12.50

Status-Part Time

Benefits: This position is not eligible for benefits

Hours Per Week: up to 19

Please send a resume and cover letter to director@mymidlib.org by January 12, 2026

We are looking for an enthusiastic Library Assistant to join our team at Middleton Public Library.

Description:

The Library Assistant, Customer Service position is an at-will part-time position up to 19 hours per week. Duties include customer service, cashier responsibilities, basic computer support, readers advisory, front end tasks, general cleaning and other duties as assigned. This position reports to the Library Manager. The ideal candidate is a people person. They are innovative and energetic, with a desire to improve library patron experience. They are well read, with broad knowledge and the ability to help patrons find the item or information they seek. They are technologically savvy, and able to learn our systems with little difficulty.

This position requires availability for both evenings and weekends.

Minimum Qualifications:

- Fair and friendly with optimistic attitude and speech.
- Valid Idaho Driver's License and excellent driving record
- Motivated, with the ability to multi-task
- Able to problem-solve and troubleshoot basic computer and device issues and effectively use Microsoft software as well as other proprietary programs
- Excellent collaborative skills and the confidence to ask questions and seek support
- Clear and concise oral and written communication
- Commitment to continuously learn and improve
- High School Diploma or GED required. Some experience preferred.

Responsibilities:

- Work with a team in a professional manner to perform tasks
- Tasks will regularly include customer service, technical assistance to patrons & reader's advisory. There will also be varied duties, as assigned.
- Use library technical systems to run reports, do routine database management and other similar functions.
- General cleaning and maintenance of library facilities
- Implement policy and procedure consistently
- Provide excellent customer service
- Apply policy and procedure to varied situations