

City of York – Library Assistant I (Shelver)

Would you like to be the first to see the new books added to the library? Join our team!

The City of York is hiring a part-time (6 to 10 hours per week) Library Assistant I – Shelver at Kilgore Memorial Library. Applicants must be available to work weekday evenings and Saturday shifts. Staff in this role are responsible for shelving materials, checking shelves for lost or missing items, and maintaining the overall appearance and organization of the library.

Essential Duties:

- Shelf returned items in their correct locations
- Shelf-read to identify lost or misfiled materials
- Perform general stack maintenance including straightening, dusting, and shifting items

Minimum Qualifications:

- Current high school student or high school diploma
- Must be at least 16 years old and authorized to work in the United States

Preferred Skills:

- Ability to work independently and stay self-motivated
- Strong organizational and multitasking skills
- Effective communication skills and a commitment to customer service

The City of York offers a competitive hourly wage.

How to Apply:

Apply online at www.cityofyork.net, or email your application to:
Denise Pfeifer, HR Director - dpfeifer@cityofyork.ne.gov.

Applications will be accepted until the position is filled.

The City of York is an Equal Opportunity Employer.