



**RONAN LIBRARY DISTRICT
FULL TIME/PERMANENT
CIRCULATION & PROGRAMMING LIBRARIAN
JOB POSTING
March 2024**

Overview

The Ronan Library District (RLD) Circulation and Programming Librarian (CPL) carries out professional library duties that necessitate specialized knowledge and expertise across all aspects of public library service, with a focus on serving toddlers, school-aged children, and young adults, as well as parents, caregivers, and educators. The CPL is responsible for developing, implementing, promoting, and evaluating programming for both youth and adults, managing related community outreach, and handling reference responsibilities. The CPL will contribute to the development and administration of the youth collections. Additionally, the RLD CPL will execute a range of routine clerical and manual tasks.

The Circulation and Programming Librarian must possess knowledge of child development and the reading acquisition process; be acquainted with a wide range of digital and print resources for children and young adults; stay updated on reference materials and other library resources that cater to the needs of children and their caregivers; exhibit good interpersonal skills when interacting with children, parents, staff, and the community; conduct story time sessions and programs for different age groups with consideration for the diverse needs of the participants; and be an efficient public speaker.

An ideal candidate will enjoy and respect children, teenagers, and adults, be aligned with the professional ethics and goals of the Ronan Library District, be playful, creative, and gutsy, and have a sense of humor.

Application Materials and Full Job Description may be downloaded at www.ronanlibrary.org/jobs

BENEFITS:

- Medical, Dental, Vision, and Life Insurances
- Membership in the State of Montana Public Employees Retirement System and Deferred Compensation Plan.
- Vacation, Sick Leave, and Holiday Pay

WAGE:

- \$13 - \$15 per hour

TO APPLY:

Please download and complete the Ronan Library District Application packet from www.ronanlibrary.org/jobs , then submit your application packet and other required materials either in person at 203 Main Street SW, Ronan, MT 59864 or by emailing to staff at ronanlibrary.org, with the position title in the subject line.

Must be able to pass background checks.

A complete application packet will include the following items:

- Cover Letter
- Resume
- 3 letters of Reference
- Copies of any pertinent certifications/Diplomas earned after High School/GED
- Ronan Library District Application for Employment-completed

CLOSING DATE:

First round application consideration will be reviewed beginning April, 14, 2024. If a suitable candidate is not found during the first round of reviews, applications will continue to be reviewed until the position is filled.

For Questions or assistance, contact staff at ronanlibrary.org or 406-676-3682. Reference the position title in your correspondence.