



## JOIN OUR LIBRARY TEAM TODAY!

### Part-Time Library Assistant I

**Hourly Range: \$25.48 to \$32.52**

**OR**

### Part-Time Library Assistant II

**Hourly Range: \$28.31 to \$36.13**

**Deadline to apply: Wednesday, March 4, 2026 at 5:00PM**

### → **The Position**

The Belvedere Tiburon Library is seeking one collaborative, welcoming, proactive, dependable part-time Library Assistant I or II to serve in the circulation department. The library may hire at either the I or the II level, depending on the skills and qualifications held by the pool of qualified applicants. The Library Assistant I and II supports the operations and activities of one or more of the Library's primary functions, including circulation, acquisitions, and access. This position works closely with staff to prepare and present materials for circulation and ensure patrons enjoy the highest level of customer service while using the library. The Library Assistant reports to the department lead to which it is assigned. This recruitment will also be used to establish eligibility for On-Call employment.

### → **Qualifications**

A typical way to obtain the required qualifications would be:

**Library Assistant I**, any combination equivalent to:

- Graduation from high school or equivalent AND
- One year of college-level or technical coursework OR one year + of practical experience in clerical, complex filing and record-keeping, inventory, or customer service.

**Library Assistant II**, any combination equivalent to:

- Those required of Library Assistant I AND
- Two (2) or more years of experience working in a public library.

**Work Schedule:** Part-time work is up to 19 hours per week. The current need is on weekday evenings and weekends as needed.

### → **Ideal Candidate**

The ideal candidate will:

- Provide friendly and effective customer service to library users of all ages.
- Perform technical and clerical library tasks, including participating in the development and implementation of library programs and activities.
- Be comfortable with technology and knowledgeable about library services.
- Be able to adjust quickly to changing priorities and conditions.
- Establish positive relationships with employees, the public, and other stakeholders.
- Work well within a team and contribute to group decisions.
- Be able to work independently and efficiently to carry out assignments.

**Belvedere Tiburon Library**

### **How to Apply**

To be considered for this exciting opportunity, candidates should apply by emailing a resume and application to: [jobs@beltiblibrary.org](mailto:jobs@beltiblibrary.org),

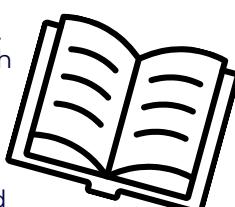
with the subject: "Part-Time Library Assistant I-II Applicant". Completion of an application is also a required part of the application process.

The application can be found here:

<https://www.beltiblibrary.org/about-us/employment-opportunities> or scan the QR code below.

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**APPLY TODAY!**



**SCAN ME**

**THE BELVEDERE TIBURON LIBRARY  
IS AN EQUAL OPPORTUNITY AND DRUG-FREE  
WORKPLACE EMPLOYER**

**(415) 789-2665**

**[jobs@beltiblibrary.org](mailto:jobs@beltiblibrary.org)**

**<https://www.beltiblibrary.org>**