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**Public Service Associates**

**San Juan Island Library District**

The San Juan Island Library District ([www.sjlib.org](http://www.sjlib.org)) is seeking quick-learning, detail- and customer service-oriented individuals to provide face-to-face service to patrons at the Library’s public desks. Responsibilities include checking materials in and out, issuing new library cards, handling cash and patron accounts, and assisting patrons in using library resources and services. Excellent people skills, computer proficiency, and customer service experience are required. Experience with computers in libraries preferred. High school diploma or GED required. Bachelor’s degree preferred.

There are two positions, with different shifts. The first position shift is Monday through Friday from 12:00pm – 3:00pm (15 hours), and the second position shift is Monday through Friday from 3:00pm – 5:00pm (10 hours).

These are regular, part-time, non-insured positions on a 5-step salary schedule with hourly wages beginning at $22.69 per hour, with prorated leaves (vacation, sick, holiday, etc.), and no health insurance or retirement benefits.

Go to [www.sjlib.org](http://www.sjlib.org) for a more complete job description.

Submit **cover letter and resumé** by email ([sjlib@sjlib.org](mailto:sjlib@sjlib.org)), by mail (San Juan Island Library, Attn: Assistant Director, 1010 Guard St., Friday Harbor, WA 98250), or in person at the Library.

**Positions are open until filled.**