

CITY OF GORDON



**We are looking for a:
LIBRARY ASSISTANT**

The position consists of working under the direction of the Library Director and/or Supervisor; assisting with the day-to-day operations, recommending resources and monitoring the internet usage by patrons. Also, this position may involve cleaning of the facility.

Requirements are punctuality, having dependable transportation, a valid driver's license, being available by phone, possess basic computer skills and the ability to interact with the general public while displaying good time management and prioritization skills.

An application, including the complete job description, may be picked up at the Gordon City office, 311 N Oak Street, Gordon, NE; the Gordon City Library, 101 West 5th Street or by emailing the Gordon City Office at gordon@gpcom.net.

The application form can also be viewed and downloaded at the City website, www.gordon-ne.us.

The position will be open until filled. Employment is conditional upon successful completion of a background check and verification of eligibility to work in the United States.

The City of Gordon is an Equal Opportunity Employer.