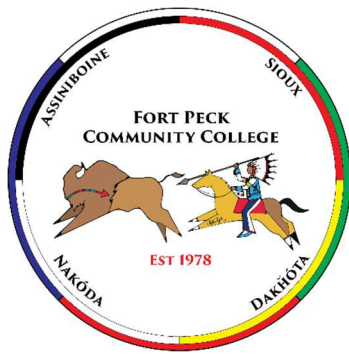


Fort Peck Community College  
 PO Box 398  
 605 Indian Ave  
 Poplar, MT 59255  
 406-768-6300

<b>Job Title:</b>	<b>Library Assistant</b>	<b>Position Type:</b>	Full Time
<b>Location</b>	James E. Shanley Library	<b>Date Closing:</b>	9/25/25
<b>Fax or E-mail resume to:</b>  (406) 768-6301 or <a href="mailto:ksears@fpcc.edu">ksears@fpcc.edu</a>	<b>Mail:</b> Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, MT 59255 406-768-6315	Submit the following for employment: <div><div>1.</div>Letter of Interest</div> <div><div>2.</div>FPCC Application</div> <div><div>3.</div>HS Diploma/GED</div> <div><div>4.</div>3 Letters of Reference</div>	
<b>Job Description</b>			
<b>Job Purpose:</b>  Provides support to Library Director and other staff when covering the desk and telephone; process materials including books, audiovisual materials, magazines, and archival materials; sort and file materials with instructions. This position performs professional duties requiring adherence to standards of accuracy, timeliness, tact, and confidentiality. Position requires accurately placing barcodes and spine labels on materials. Consequence of errors may result in dissatisfied library users and loss of time to find and correct mistakes.			
<b>Duties:</b>  Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following: <div><div><div>-</div>Performs assigned duties.</div><div><div>-</div>Meets the mission of the library.</div><div><div>-</div>Provides for attractive displays and settings to encourage reading.</div><div><div>-</div>Efficiently processes books as needed.</div><div><div>-</div>Effectively assists all library patrons in the use of the library.</div><div><div>-</div>Maintain confidentiality of sensitive information.</div><div><div>-</div>Maintain accurate and timely records.</div><div><div>-</div>Deals tactfully and courteously with the public.</div><div><div>-</div>Keep work areas neat.</div><div><div>-</div>Observes work hours.</div><div><div>-</div>Demonstrates punctuality.</div><div><div>-</div>Establishes and maintains effective working relationships with fellow employees, supervisors and the public.</div></div>			



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### **Skills/Qualifications**

This position requires a thorough knowledge of library practices, procedures, and techniques; a working knowledge of laws, regulations, and departmental policies pertaining to library services. This position requires skills in the use of computers and library equipment, processing materials including using contact paper, glue and tape.

### **Educational Qualifications:**

- A high school diploma or GED equivalent.
- Skill using the computer, software and computer equipment.
- Strong interest in reading preferred.

### **Non-Discrimination Notice**

The Fort Peck Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Fort Peck Community College provides equal access to all individuals who meet the qualification to enroll in college classes: must have a High School diploma or equivalency or be a dual credit or early start student. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Elijah Hopkins, VP for Student Services  
P.O. Box 398, Poplar, MT 59255  
(406) 768-6371  
[ehopkins@fpcc.edu](mailto:ehopkins@fpcc.edu)

Craig Smith, President  
P.O. Box 398, Poplar, MT 59255  
(406) 768-6310  
[csmith@fpcc.edu](mailto:csmith@fpcc.edu)

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~