



Introduction & Application Timeline

The City and Borough of Wrangell will accept applications for the position of Library Technician until filled. Applications and job descriptions are available at Wrangell City Hall, 205 Brueger Street (P.O. Box 531), Wrangell, AK 99929, or online at www.wrangell.com/jobs

Position Summary

This is a temporary, part-time, hourly position without benefits. Pay is set at Grade 8 on the Temporary/Part-Time/Seasonal Employees wage table.

Summary of duties

The Library Technician performs clerical and technical duties to support daily library operations and provides excellent customer service to patrons. Responsibilities include:

- Processing and circulating library materials.
- Assisting with routine requests for information and technology help.
- Supporting library programs and beautification efforts.

Minimum Requirements

- Must be at least **17 years of age**.
- Customer service experience preferred but not required.
- Ability to occasionally ascend/descend stairs and lift up to 40 pounds.
- Flexibility to work evenings and Saturdays.

Application Process

Completed applications must be submitted to Rob Marshall at Wrangell City Hall, 205 Brueger Street (P.O. Box 531), Wrangell, AK 99929 or via email at rmarshall@wrangell.com.

Disclaimer

The City and Borough of Wrangell is an Equal Employment Opportunity Employer.

