

# NOW HIRING



**YOLO COUNTY  
LIBRARY**

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## Processing Assistant

**Position Assignment:** Library Assistant I

*Pay Rate: \$21.78 per hour*

Yolo County Library is seeking an extra-help Processing Assistant.

This non-benefited position works with Central Services staff to prepare materials for the Library's system-wide collection.

This position will apply labels, stamps, and book coverings, re-package as necessary, and provide related support. Interested applicants should be available to work 12 hours per week at the Shipley Walters Center, 226 Buckeye St., Woodland. The hours are flexible between 9 a.m. and 5 p.m., Monday through Friday.

The ideal candidate will be deliberate, consistent, and detail-oriented. A link to the general job classification can be found **here**.



### Job Description:

- Accurately prepares materials for library collection;
- Uses library related bibliographic databases effectively;
- Assists staff in copying, cutting, folding and compiling library materials;
- Performs other related duties as assigned.

**This position is open until filled. For best consideration, please apply by August 28, 2025.**

**Apply by submitting resume and cover letter by email to Hualing Wan, Catalog Librarian:**

**[hualing.wan@yolocounty.org](mailto:hualing.wan@yolocounty.org) • 530-666-8021**

**or hand deliver your application to a Yolo County Library branch with Attn: Hualing on the envelope.**

*This is an extra-help position that is limited to working 1,000 hours per fiscal year.  
Extra help positions do not receive benefits that accrue to regular County employees.  
Must have graduated high school or have a G.E.D. certificate.*

**[www.yolocountylibrary.org](http://www.yolocountylibrary.org)**