



Library Assistant - Job Description

Classification Title: Library Assistant

FLSA Status: Non-Exempt

Employment Status: Part Time (15-20 hours/week). Includes Saturdays and evenings as needed.

Reports to: Department Supervisor

Wage: \$9.30 per hour

Benefits: Public Employees Retirement Plan, paid leave

Financial Responsibility: Yes

General Purpose: Under general supervision will provide service and assist with circulation and other library departments as needed.

Essential Job Duties and Responsibilities: To perform this job successfully, an employee must be able to satisfactorily perform each essential work task listed below.

- Assist patrons at the check-out desk in borrowing and returning materials and related duties.
- Provide informational assistance to customers of all ages in using the library's catalog and equipment, such as copier, printer, fax, etc.
- Provide a positive and friendly environment for staff and library customers of all ages.
- Understand and enthusiastically promote library services and offerings.
- Organize library materials and keep library spaces orderly and clean.
- Perform customer service, clerical, and technical tasks in various departments of the library as needed.
- Ensure confidentiality and show respect for all patrons and staff.
- Other duties as assigned.

Qualifications:

- College degree preferred. An appropriate combination of education and training may qualify an applicant to demonstrate required knowledge, skills and abilities.
- Experience working with various age groups, providing customer service, and maintaining confidential information.
- Ability to use computers effectively, organize information, pay attention to detail, and prioritize tasks.
- Ability to work independently and as a team member.
- Must pass a background check.

Other Work Considerations:

- A majority of work is providing direct customer service.
- Includes Saturday and evening hours as needed.
- Work is subject to frequent interruptions.
- Limited physical effort required, including repetitive motion in the operation of a PC or other library equipment and handling materials.

MANAGEMENT APPROVAL

Director

____/____/____
Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will effectively perform, the duties and requirements specified in this job description.

Employee

____/____/____
Date

We recognize that you retain the option, as does the Library, of ending your employment with the Library at any time, with or without notice and with or without cause. As such, your employment with the Library is at-will, and neither this letter nor any other oral or written representations may be considered a contract for any specific period of time.