

JOB DESCRIPTION: LIBRARY ASSISTANT

Part Time / 20-29 Hours per Week / 50 Weeks per Year

Summary of Job Responsibilities: Performs a wide-variety of general library work in the public and/or technical service areas to assist patrons with the daily operational needs of the library.

Job Duties:

Primary duties consist of assisting the Adult Services Librarian, the Youth Services Librarian, and the Genealogy/Cataloging Librarian in their areas as needed; assisting with programming for adults, teens, and children; general cleaning; attending staff meetings to discuss ideas for improvement; applying all Board-approved policies and administrative procedures; and other duties as assigned.

Supervising Authority:

None

Special Working Conditions:

Work is performed primarily in a library environment. This includes both sitting and/or standing for long periods of time. The employee will need the ability to lift heavy items from high and low settings; sufficient vision or other powers of observation for reading, sorting, shelving, retrieving library materials, and using a computer; and general mobility skills.

Minimum Qualifications:

One-year of work experience dealing with the public, proficient computer skills, or any equivalent combination of experience and training preferred.