

City: Three Forks, MT

Date: March 2017

Position: Library Assistant

Department: Library

Classification: Non-exempt, Part-Time

Accountable to: Library Director and Library Board of Trustees

Summary of Work: Under the general supervision of the Library Director, performs professional and technical work in operating and maintaining the public library. Work requires a variety of tasks to be performed simultaneously with frequent interruptions.

Job Characteristics

- Nature of work: varied and complex duties in processing materials and public requests related to library operation
- Personal Contacts: frequent contact with public under occasionally stressful circumstances requiring tact and discretion; daily coordination of activities with supervisor
- Hours maybe irregular from week to week

Areas of Job Accountability and Performance

- Checks out and re-shelves books and maintains stacks
- Receives application for and grants library cards
- Answers questions concerning reference materials, periodicals, and books
- Assists patrons in operation of computer, printer & photocopier
- Collects fines and copy fees
- Maintains daily statistics worksheet
- Instructs students and others in library use
- Assists in research requests
- Maintains a tranquil library environment
- Performs other related duties as required
- Performs janitorial duties including cleaning entry glass, dusting, vacuuming, cleaning restrooms
- Opens and closes library and secures building upon closing
- Complete other assignments as needed

Job Requirements

Knowledge: This position requires a working knowledge of library principles, organization, operations, and procedures and reference materials and books. The position requires a working knowledge of computers and basic computer programs.

Skills and Abilities: This position requires skills in inventory, record-keeping, and operation of library equipment and computers; ability to perform a variety of duties without supervision, to communicate orally and in writing, to follow written and verbal instructions; ability to establish and maintain effective working relationships with employees, supervisors, and the public.

Physical Requirements

- Extended periods of standing, walking, listening, lifting/carrying items, reaching with hands and arms
- Periods of sitting, pulling/pushing items, stooping, kneeling, and crouching
- Lifting weight up to 25 pounds frequently; pushing/pulling book carts with casters weighing up to 150 pounds

Education and Experience

- A high school diploma or GED
- Knowledge, skills, and abilities to perform basic computer tasks for patrons in absence of Director

Job Performance Standards

- Performs assigned duties
- Assists in providing library services
- Performs supervisory function in the absence of Director
- Maintains contemporary knowledge of library practices
- Observes work hours
- Demonstrates punctuality
- Displays tact and patience when dealing with the public
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public
- Dresses professionally

I acknowledge the above duties and accept his position.

Name

Date

Supervisor/Mayor

Date