



Library Assistant I

Supervisor: Library Director

Employment Classification: Regular Part-Time

Work Hours: 12-24 hours/week

Terms: Twelve (12) months probationary period

Benefits: Paid sick and vacation leave

Overview

The Library Assistant I provides library services to the community and assists in maintaining library materials and circulation. This position assists the Youth Services Librarian when necessary.

Qualifications

Education

- A degree or some college, *preferred*

Experience

- Library experience OR customer service experience, *preferred*

Responsibilities

Compliance Standards

- Adhere to strict patron confidentiality rules

Circulation Management

- Ensure efficient circulation of materials and patron communication of overdue resources
- Process interlibrary loans

Customer Service

- Assist patrons daily to provide exceptional customer service and achieve overall satisfaction
- Assist with reference questions, circulation desk, and communication via phone, email, etc.

Community Relations

- Assist in maintaining social media marketing

Other Responsibilities

- May include other duties as assigned by the Library Director

Knowledge & Abilities

Knowledge

- Willingness to learn professional library practices, procedures, and techniques

Abilities

- Able to professionally represent the library in a respectable manner

- Able to establish and maintain courteous, professional relationships
- Able to provide exhibit effective communication skills, both oral and written
- Able to work flexible hours in order to observe library during all hours of public operation
- Able to operate typical business equipment, such as phones, computers, printers, and copiers
- Able to operate computers with proficiency using hardware, software, and online tools
- Able to organize work for efficient use of time and utilize creative thinking opportunities
- Able to work independently while multitasking with various priorities/conditions/deadlines
- Able to file books, periodicals, and materials on shelves ranging from 1-7 feet from the floor

Working Conditions

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the following essential functions of the position.

Frequent Conditions

- Work within an indoor building environment, subject to continuous interruptions
- Work at a computer, desk, and/or counter for extended periods of time
- Noise levels can be low to moderate, with average background noises
- Vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus
- Other frequent requirements include the ability to stand, bend, walk, reach, sit, talk, hear, type, touch, feel, operate objects/tools/controls, and the use of hand-eye coordination

Occasional Conditions

- Exposure to outdoor weather conditions while driving and/or walking
- Other occasional requirements include the ability to move and/or lift up to 25 pounds, climb, balance, stoop, kneel, crouch, and crawl

This job description is not, nor is it intended to be, a complete statement of all responsibilities, requirements, and conditions that comprise the position. This job description does not constitute an employment agreement and is subject to change as needed by the Conrad Public Library Board of Trustees and the City of Conrad.

Conrad Public Library employees are employees of the City of Conrad and are subject to applicable sections of the City of Conrad Personnel Manual.

Approved by the Conrad Public Library Board of Trustees: April 21, 2023
Revised: November 21, 2024