

## **LIBRARY ASSISTANT**

**Position:** Library Assistant  
**Reports to:** Library Director  
**Revision date:** 10/6/2022  
**FLSA Status:** Non-exempt

### **POSITION SUMMARY**

Under general direction of the Library Director, supervises the operation of the library, and assists with duties within the library.

### **ESSENTIAL JOB DUTIES**

- Assists patrons that come in to the library with using the library services and materials.
- Checks books and other materials in and out using our circulation system.
- Assists patrons using the computer equipment including the public workstations, printer, copier, scanner, fax and accessing the wireless.
- Monitors patrons using the library and handles any behavior issues that may arise.
- Assists patrons with reference questions.
- Processes interlibrary loan requests.
- Places returned books back to proper place on shelves.
- Periodically inspects shelves to ensure that books are in their proper place.
- Receives and sorts mail and shipments daily.
- Performs duties associated with opening and closing the library.
- Monitors the reserve list. Calls patrons when requested materials become available.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Ability to consult technical sources and documents and access reference materials, including the Internet.
- Ability to work independently.
- Ability to proficiently use standard office and library equipment, including circulation/catalog computer software; computers; photocopier/printer/scanner/fax, telephone.
- Ability to assist others using the public computers and software.
- Ability to operate the photocopier/printer/scanner machine for library and public use.
- Ability to comfortably work with members of the public from various backgrounds and sometimes lead a group activity.
- Ability to safely reach, lift, carry, push, and move books and other materials weighing up to 25 pounds.
- Ability to safely climb, stoop, kneel, crouch, reach, stand, walk throughout library, grasp and make repetitive motions.

## **ENTRY REQUIREMENTS**

Education/Training: Graduation from high school or GED equivalency.

Work Experience: Two years of general clerical, record keeping and customer service experience desired, but not required. Some office experience or equivalent education preferred.

Required post-offer physical examinations: Upon request of the City Administrator.

Required drug testing: Upon request of the City Administrator.

Residency requirement: Must reside within a 30 minute response time to the Library or residency must be established no later than six months after the date of hire and shall be maintained throughout employment with the City.

Other requirements: DCI background check.

Must be 18 years old.

Must be able to work during library hours, including evenings, and some Saturday mornings.

## **WORK ENVIRONMENT**

Most work is performed inside library. Work includes working at a desk for extended periods reading and reviewing books and other library materials; standing for extended periods; working with computer and other office equipment; moving throughout library; and working directly with patrons, city officials, library board and volunteers. Work also may involve frequent interruption.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from the job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective and current employees are encouraged to discuss possible accommodations with the City.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.
4. The Library Board reserves the right to change or reassign job duties or combine positions at any time.
5. The City of Prairie City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective and current employees to discuss potential accommodations with the employer.

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Date