

ASOTIN COUNTY LIBRARY

POSITION DESCRIPTION

JOB TITLE: Library Assistant

JOB SUMMARY: This is a permanent part-time position, is scheduled for no more than 80 hours per month, may include some evening and weekend hours, and may require working alone at one of our branch locations. Under the general supervision of a Library Supervisor, performs routine library tasks, including a variety of technological and public service duties, requiring considerable public contact.

EXAMPLES OF DUTIES: Checks materials in and out at the Circulation Desk; advises patrons concerning the library, its services and resources; explains the use of the online catalog, databases, 24/7 reference and other resources and services as necessary; answers reference questions; provides reader's advisory services; assists patrons in locating materials; collects and accounts for fines and other money; assists in the use of the copier and other equipment. Additional duties may be assigned based on skills and quality of work.

ABILITIES, SKILLS AND KNOWLEDGE: Good knowledge of general clerical methods and procedures. Good knowledge of general library methods and procedures; some knowledge of library materials. Solid knowledge of computer applications and willingness to learn new technologies.

Ability to communicate effectively in English; ability to instruct others in the use of library facilities and services; ability to establish and maintain effective working relationships with other employees; ability to meet the public and assist them in locating materials of interest; ability to learn classification system and library arrangement. Well developed interpersonal skills with adults and children required.

Ability to perform the essential responsibilities of this job which includes lifting 40 lbs., pushing heavy carts, standing for up to 2 hours at a time, and repetitive stooping and kneeling.

EXPERIENCE AND TRAINING: Qualifications include one year of work experience dealing with the public or substituting completion of course work or training in office, computer, or library practices and principles. Valnet system experience recommended.

EDUCATION: High school diploma or equivalent required. College-level course work preferred.

SALARY: Current Washington State minimum wage.

This position is eligible for Washington State Retirement benefits.

Adopted by the Asotin County Library Board of Trustees on 12/16/15.

