



LIBRARY ASSISTANT JOB DESCRIPTION

Effective 10/13/2026

Job Title	Job Status	Reports To
Library Assistant	Part-Time	Library Director

1. Required Essential Duties

- Answer reference questions.
- Assist patrons in locating materials in the collection.
- Check circulating materials in and out using the integrated library system (ILS); shelf same materials.
- Promote and assist with library programs and services.
- Maintain confidentiality of patron information and library records.
- Establish and maintain a positive working relationship with patrons and other employees.
- Process interlibrary loan requests.
- Answer the phone.
- Be courteous and responsive to the public.
- Maintain the shelves in “reading order” by author or Dewey Decimal number.
- Register new patron accounts.
- Assist patrons with the use of the public computers.
- Maintain a professional atmosphere:
 - Must work assigned schedule, make own arrangements for shift substitutes and notify the director of the change.
 - Notify the director of sick and emergency leave as soon as possible.
- Complete assignments from the director as needed, such as:
 - Assist the director in keeping on-going statistical counts.
 - Process new materials.

2. Required Skills, Knowledge, and Abilities

- Comfortable with and have a basic knowledge of using computers with Microsoft Office software.
- Able to perform basic computer troubleshooting.
- Able to learn the Dewey Decimal System, current ILS, and library policies/procedures.
- Willing to continue learning and updating technology training and understanding.
- Able to follow written and oral instructions accurately.
- Able to work both independently and as part of a team.
- Demonstrate effective public service skills and work well with people of all ages.

3. Qualifications

- High school diploma or equivalent
- Available to work Saturdays.

4. Evaluation

This position will include regular evaluations in which once a year the Library Director will meet with the staff member to review.

5. Work Environment

5.1 Physical Requirements

- Standing or sitting for prolonged periods of time
- Walking, bending, reaching, climbing stairs
- Medium work, occasionally requiring pushing up to 40 pounds and more frequently requiring pushing and/or lifting 20 pounds.

5.2 Shifts

A) Monday, Wednesday, and alternating Friday mornings

B) Tuesday, Thursday, and alternating Friday mornings

C) Monday, Wednesday, and alternating Friday evenings

D) Tuesday, Thursday, and alternating Friday evenings

Each shift block will be responsible for one (1) Saturday a month. In months where there are five (5) Saturdays, one shift block shall be assigned two (2).

6. Disclaimer

6.1 Job Description

This job description includes a list of primary job duties and requirements for this position, however, this should not be taken as a detailed, comprehensive description of all job duties and requirements. The Employer reserves the right to change this job description at any time.

6.2 Employment

This position requires a pre-employment physical scheduled by the City of Elkader, including a background check and drug testing. Failure to do so will result in forfeiture of the position.