

Elkader Public Library
Job Description

Title: Library Assistants

Status: Part Time

Job Summary:

Under the direction of the library director, this position performs front-line tasks related to circulation of library materials and patron customer service.

Educational requirements:

High school diploma. Preference will be given to applicants with college credit and/or library experience. Life experiences will be considered. Library assistants will be on probationary status for a period of three months. After which, the director will evaluate the employee and recommend the permanent hiring of the assistant.

Knowledge, Skills, and Abilities:

- Must enjoy and work well with people of all ages.
- Must possess the ability to work cooperatively with other staff members.
- Must possess good communication skills.
- Must have some computer skills or be willing to go to classes to obtain some basic skills.

Duties and Responsibilities:

- Carry out daily library routine, such as checking in and out materials using the automated circulation system and emptying book drops.
- Process materials for circulation and mend materials as needed.
- Keep careful statistical counts.
- Provide courteous service to patrons, including telephone requests, reference, and reader advisories.
- Assist director with library programming when needed.
- Keep up to date with current technology in the library.
- Other duties as assigned by the director.

Physical Demands:

- Standing, sitting, walking, climbing, bending, reaching
- Talking and hearing in person and on telephone
- Vision from 20 inches to 20 feet
- Lifting and carrying up to 40 lbs; pushing and pulling carts on wheels weighing up to 100 lbs
- Fine motor skills including keyboarding and using computer mouse

Evaluation:

Library assistants will be evaluated by the library director each calendar year.

Salary:

The Library Assistant position shall be an hourly wage.

Approved May 10, 2022