



## Library Assistant

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**Job Title:** Library Assistant  
**Immediate Supervisor:** Library Director

**Department:** Circulation/Reference  
Non-Exempt

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**Job Description:** Library Assistants are responsible for performing a variety of customer service, circulation, and/or reference duties to ensure quality library service and a positive library atmosphere. In addition to customer service skills, this position requires computer, writing and communication skills. Library Assistants work with general supervision only, and are required to have a thorough knowledge of library policies and procedures, and to exercise independent judgment.

### Essential Duties:

- Provides excellent customer service and presents a positive image of the library in attitude, appearance and performance of duties.
- Assumes full responsibility for all circulation services. These activities include but are not limited to: processing and issuing library cards, checking materials in and out, filling reserve requests, and collecting fines and fees.
- Answers incoming phone calls; makes referrals or takes messages as appropriate.
- Ensures that circulation procedures maintain patrons' confidentiality.
- Sorts and shelves library materials. Maintains order of the collection to facilitate public access to resources.
- Assists public in use of patron computers, printer, copier, and all other library technology.
- Assists patrons in finding and utilizing library materials.
- Researches reference questions posed by the public utilizing a variety of print and online resources.
- Monitors patron computer use and internet activity.
- Assists in preparing and setting up displays, exhibits and bulletin boards to maintain an informative and attractive physical setting in the library.
- Promotes Interlibrary Loan services to patrons.
- Promotes library classes and events to the public, including creating promotional materials and registering patrons for classes.
- Responsible for opening and closing Library as scheduling requires.
- Participates in Library staff meetings in a positive and professional manner.
- Other duties as assigned.

**Knowledge, Skill and Ability:**

- Knowledge of books, authors and readers interests.
- Skill in the operation of computer systems.
- Ability to exercise good judgment and to make decisions within stated guidelines.
- Ability to work independently in a wide variety of situations.
- Ability to apply library rules and regulations as found in staff manuals and statements of library policy.
- Ability to communicate and deal with the public and staff effectively in person, in writing, and by telephone.
- Ability to perform repetitive tasks accurately; pay attention to detail.
- Ability to shelve and retrieve library materials.
- Ability to keep confidential records and perform routine tasks.
- Ability to learn library methods, techniques and computerized databases.
- Ability to establish and maintain effective working relationships with co-workers
- Ability to deal with staff and the public in a professional and courteous manner.
- Ability to work nights and weekends, as needed.

**Physical Requirements** *(In compliance with the American with Disabilities Act the following represents the Physical and Environment Demands:*

- This position requires an equal amount of time spent standing, walking, and sitting.
- Lifting, pushing/pulling, or carrying objects weighing up to twenty-five (25) pounds is sometimes required, with a maximum of forty (40) pounds infrequently required.
- Climbing, stooping, kneeling, crouching, crawling, twisting, reaching and bending are sometimes required.
- Repetitive movements of the hands are sometimes required.
- Audio, visual, and verbal functions are essential to this position.
- The majority of the workday is spent indoors.

**Minimum Requirements:**

- High School Diploma or G.E.D. equivalency preferred.
- At least one (1) year experience working with the public.
- Ability to type required.
- May require a valid driver's license.

**Statement of Equal Opportunity and Nondiscrimination:** Wamego Public Library is committed to equal opportunity and nondiscrimination in all employment, programs and services, and does not discriminate on the basis of race/ethnicity, color, religion, sex, marital status, national origin, ancestry age, sexual orientation, disability or veteran status.