



# Warrenton Community Library Job Posting



**Open:** October 12, 2021, 11:00AM

**Closes:** Open until filled.

The Warrenton Community Library is seeking a part-time, enthusiastic, Library Assistant with a strong public service commitment and a love of books, to join our team. 25 hour a week schedule (62.5FTE) includes three shifts until 6pm along with two Saturdays a month. Starting wage is \$1,634.84-\$1,892.52 per month, depending on experience. Applications are available on the City of Warrenton website or at the library, 160 S. Main Ave. First review, October 25, 2021  
An Affirmative Action, Equal Opportunity, Employer

**DEPARTMENT:** Library

**CLASSIFICATION:** Library Assistant

**STARTING SALARY RANGE:** 11

**HOURS PER WEEK:** 25

## **GENERAL DESCRIPTION:**

The Library Assistant helps keep the library running smoothly during daily operations by performing circulation duties, interlibrary loan functions, materials processing, and borrower maintenance, as well as other tasks related to upkeep of the library, library materials, library appearance and library resources. Works under supervision of the Library Director and closely with library staff and volunteers to develop, organize, and promote special presentations, events and activities related to the operation of the Warrenton Community Library.

## **ESSENTIAL FUNCTIONS OF POSITION:**

### **Circulation Related duties:**

- Greet, assist, and refer library users according to their needs; perform a wide range of clerical public contact duties.
- Using the library's automated circulation system, perform circulation functions including checking materials in and out, processing holds, registering borrowers, informing patrons of the status of their accounts, and conveying and enforcing library policy.
- Open and/or close the library building. Keep daily records of circulation and activities, and answer the telephone and/or email messages
- Make recommendations for improvements in services and the collection.
- Shelf materials and help maintain shelf appearance
- Coordinate interlibrary loans and couriers

### **Administrative Duties:**

- Compose, type, proofread correspondence, overdue notices, reports, promotional materials, etc.
- Collect and report statistics
- Assist with the library volunteer program
- Assist with collecting daily statistics

- Maintain patron records
- Mend damaged books
- Assist with processing and cataloging new materials and removing culled materials
- Assist with sorting and processing donated materials

### **EXAMPLES OF OTHER FUNCTIONS**

- Be available and able to maintain the functioning of the library in the event the Library Director is on vacation, is ill, or is at a continuing education training.
- Does whatever is needed to enhance the overall operation of the library

### **QUALIFICATIONS OF EMPLOYMENT**

#### **Education, Training, and Experience:**

Experience in a library, school, or community center setting is a plus; knowledge and a love of literature is necessary; and/or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job.

- High School graduate
- Competence in common PC office software suites and various office machines
- Ability to function as a team member of staff
- Basic typing/keyboarding skills (40-50 wpm)
- Ability to be organized and flexible
- Ability to work independently

#### **Physical Demands and Working Conditions:**

Work is performed in a library environment requiring periods of sitting with attention to a computer keyboard and video display terminal; light lifting or reaching for books or files is required; accuracy in recording information is required; frequent interruptions of work may be experienced by patrons seeking information in person or by phone or by changing priorities in the library. Requires occasional contact with the public under stressful conditions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reviewed/Revised 09/30/2021