



## LOPEZ ISLAND LIBRARY DISTRICT POSITION DESCRIPTION

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TITLE: PT Library Assistant 1

### Primary Function

The Library Support Staff member will regularly perform assigned activities that support the operation of the Lopez Island Library and its public. Work is normally performed under general supervision and in accordance with established policies, procedures, and practices standard to the Lopez Library.

Position Reports to Operations Manager

Starting Rate \$17/hour DOE; Minimum 20 hours per week.

### Additional Responsibilities

Individuals assigned to this classification are responsible for a variety of service support tasks. The position requires a working knowledge of applicable Library resources, services, and operations.

Responsibilities may involve any or all of the following activities:

- Provide public service through circulation of materials
- Patron assistance in use of the Library's collections
- Patron assistance in use of the internet and other information resources
- Provides back-up support for interlibrary loan services
  - Back-up support for periodical and newspaper processing tasks
  - Support for cataloging and processing library materials.
- Assists in preparing exhibits and displays
  - Assists in shipping, receiving, and distribution of mail
  - Assists in distribution of promotional materials
- Participate in appropriate Library meetings, conferences, workshops and seminars as authorized.

### Skills/Knowledge Required

The applicant should be proficient in computer use and troubleshooting on both Mac and PC operating systems.

Requires ability to use the Library's technological offerings and standard office equipment.

Requires flexibility in scheduling to include nights and weekends.



Requires ability to develop and maintain effective working relationships with other staff and volunteer staff members, and patrons.

Good organization and attention to detail, professional presence, strong customer relation skills and ability to maintain strict confidentiality.

Ability to understand and follow instructions, both oral and written, and understand and comply with the Employee Handbook.

Requires ability to perform the full scope of responsibilities illustrated in the above job description.

Requires authorization to legally work in the United States at the time of employment.

*The Lopez Island Library is an equal opportunity employer*

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

**To Apply:**

Interested applicants should submit a cover letter and resume to Library Operations Manager, Claudia Rempel at [claudia@lopezlibrary.org](mailto:claudia@lopezlibrary.org) with the subject heading: "Library Assistant Application"

The deadline to submit applications is Friday, January 31<sup>st</sup>.