

## **Job Description: Library Assistant**

### Primary Tasks:

- Check in and check out materials to the public
- Create library cards for new patrons and renew library cards for expired accounts
- Open and close the library according to procedure manual
- Check book drop at the entrance of the library
- Re-shelve books accurately
- Answer the library phone and look up information for members of the public
- Assist with library programming
- Provide limited technical support for patrons, including printing, and connecting to Wi-Fi
- Conducting transactions, including collecting fines, printing, faxing, and book sales
- Process interlibrary loan requests and prepare materials to send out via IA Shares
- Prepare and apply spine labels, barcodes, book covers, due date stickers, and stamp newly-cataloged materials

### Expectations

- Provide a welcoming environment to members of the public
- Follow all policies and procedures of the library

### Duties

- Customer service
- Interlibrary loan
- Library programs
- Technical services

### Qualifications:

- High school diploma or GED
- Experience working or volunteering in a library setting preferred

### Physical Requirements:

Sitting, standing, walking, bending, stooping, lifting, reaching, pushing, pulling, typing, writing, vision, hearing, and speaking

### Supervision:

Will be supervised by the Library Director

### Equipment used:

Computer, tablet, calculator, copy/print/scan/fax machine, telephone, cash drawer, book processing equipment

Knowledge, Skills, and Abilities:

- Good customer service and communication skills
- Moderate-to-high level of comfort with technology

Schedule:

10 to 18 hours per week

Position open until filled. Email application and cover letter to [elkaderlibrarydirector@gmail.com](mailto:elkaderlibrarydirector@gmail.com)

Or postal mail:

**Attn: Alexandra Bomhoff**  
**Elkader Public Library**  
**P.O. Box 310**  
**Elkader, IA 52043**