

ICL Job Description: Library Assistant

Position Title: Library Assistant

Position Type: Paraprofessional

Employment Status: Non-Exempt, Part time

Range of Pay: Minimum wage up to \$20.00

Reports to:

Service Desk Manager

Library Director

Background: The Ignacio Community Library (ICL) is a center that brings people and ideas together for learning and personal growth. ICL is located in the town of Ignacio, Colorado, and is surrounded by the Southern Ute Indian Reservation. ICL provides quality materials, services, and programs that fulfill educational, informational, cultural, and recreational needs of the community without regard to age, sex, race, religion, national origin, handicap, or economic status.

Position Overview:

This employee's primary responsibility is to provide outstanding customer service to library patrons. Under the direction of the Service Desk Manager, this employee is responsible for greeting and assisting library patrons, shelving and circulating library materials, filing, and maintaining records. This individual will also perform technical services processing and general circulation desk functions.

This description is not comprehensive but is intended to be illustrative of the nature of the work to be performed by a person in this classification. Employees may perform other related duties as established to meet the ongoing needs of the organization.

Required Knowledge, Skills and Abilities

Strong verbal and written communication skills are required to effectively work with all members of the diverse and multicultural community.

1. Excellent computer skills; ability to skillfully operate integrated library system software, Internet, Microsoft Office suite, and other software.
2. Ability to exercise tact, discretion, and confidentiality with respect to patron information.

Physical Demands of the Position:

This is primarily an office-type position with many hours spent interacting with the public, at a desk, and on the computer. Some travel to attend meetings throughout La Plata County and Colorado may be necessary. This can be a very physical position. Must be able to lift up to 30 pounds. Must have the ability to stand, sit and walk for up to 60 minutes at a time. Must have ability to push and move full book carts weighing up to 50 pounds. Acceptable eyesight to read printed material and a computer monitor and to operate office equipment. Acceptable hearing to communicate with others in person or through telephonic means.

Required Training and Experience:

High School Diploma required or equivalent GED. Two years of college education desired, or 1-2 years of library experience, or any relevant combination of education, experience and training.