**Job Title:** Library Assistant II – Reference and Circulation Services  
**Classification:** Non-Exempt  
**Wages:** Starts at $16.00/hour  
**Benefits:** L&I, FICA, PFML, Sick Leave  
**Position Type:** Part-time up to 120 hours/month, includes evenings and weekends  
**Supervisor:** Public Services Manager  
**Updated:** August 23, 2023

**Overview of position:**  
Whitman County Library’s first priority is service to those we interact with while on duty, and we treat all patrons and staff members with respect and kindness. Whitman County Library staff plays an important role in and shares responsibility for providing residents in Whitman County with courteous, competent, and confidential service that reflects positively on the library as a whole.

As the face of the library, it is required that staff maintain a professional behavior, be punctual, follow dress code and maintain their workspace tidy, organized and inviting.

Library Assistants work at the circulation and reference desks in the library, are responsible for sorting and shelving books according to their categorization, assisting patrons with internet access and ensuring their technical needs are met. They also manage inquiries over the counter, via email or telephone, among other duties.

Library Assistants need to attend to any disruptions or disturbances in the library, requiring confidence and excellent communicative skill.

**Scope of position:**  
This is a part-time position, up to 120 hours per month, based at the Colfax Branch.  
Ability to lift and carry 50 pounds; climb stairs; bend, stoop, reach with ease and stand for long periods of time.  
Ability to learn and effectively use the library computer system (Horizon), trouble-shooting of basic PC problems (hardware and software), effectively use email for internal and external communication, demonstrate competency with Microsoft Office, and use advanced search techniques on the internet.

**Schedule*:  
9:30am-1:30pm Monday-Thursday  
1-6pm on Fridays

*This is a temporary schedule to cover for an extended staff absence. The schedule will change later in the fall, although we will try to keep days/hours as close to this schedule as possible and will work with the person hired to accommodate the changes.

**Library Assistant Responsibilities:**
- Perform the full range of circulation duties including opening, closing procedures and related technologies; know the basics of reference and Reader’s Advisory.
- Helping patrons locate books.
- Helping patrons find material online.
- Checking books in and out at the front desk.
- Inspecting the condition of materials before and after check-out to ascertain any damage on behalf of the patron.
- Sorting and shelving new books and DVDs according to their categorization.
Register new patrons and maintaining and updating patron accounts.
Assisting patrons with internet access and ensuring their technical needs are met.
Assist with inquiries over the counter and via email or telephone.
Assisting with library events – setting up and marketing meeting room and Center events, meetings and programs. This includes scheduling of the facilities, understanding and explaining the applications for use, explaining and assisting with basic marketing and posters, calendar postings, room set-up and other related tasks.
Accepting payment of fines and clearing fees from accounts.
Settling any disruptions or disturbances in the library and report to management as necessary
While working evenings and weekends, serve as the person in charge, supervise library shelvers, and assume responsibility for the proper operation of the library.
Attend staff meetings and/or keep abreast of all issues discussed during these meetings. Attend meetings, seminars, workshops and conferences when requested or required to meet the goals of the library.
May be asked to sub at outlying branch locations when necessary.
Work on Reference desk as needed, including all Reference responsibilities such as answering email and telephone inquiries.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Library Assistant Requirements:
- High school diploma.
- Some experience in a customer service role.
- Basic computer literacy.
- Outstanding organizational skills.
- Attention to detail and good problem solving ability.
- Exceptional interpersonal skills.
- Excellent written and verbal communication.

Applications will be reviewed immediately upon submission. This position is open until filled.