

**JOB TITLE:** LIBRARY ASSISTANT  
**PAY GRADE:** 1 (entry level \$12.50 per hour)  
**POSITION TYPE:** Para-professional  
**STATUS:** Non-exempt (paid by the hour, 20 hours per week)  
**REPORTS TO:** Branch Manager  
**LOCATION:** Rifle, CO

**DUTIES:** A Library Assistant is an entry-level position focused on customer service to the public, circulation, shelving and general assistance duties, and provides assistance in all areas of public library services. A Library Assistant is expected to acknowledge, accept and enforce the Garfield County Public Library District's Code of Conduct, respect library confidentiality laws, and understand the District's mission, vision and values.

**EXAMPLES OF WORK PERFORMED:**

- Staffs the circulation/information desk, performs all related tasks
- Uses a computer for transactions involving patrons and materials including:
  - Searching the Internet and library databases for information
  - Entering new patron records
  - Collecting fines, fees, and other charges
  - Searching for available items and placing holds
  - Checking materials out to patrons and teaching them self-check
  - Uses email as a communication tool
  - Understands basic computer functions and programs
- Answers circulation, directional, and other questions in person, by phone, or email
- Promotes the libraries programs and services to the public
- Assists in opening and closing procedures of the library
- Empties book drop, assists in checking in and accurately shelves library materials
- Monitors patron activities in the library and handles problems as they occur
- Assists with courier process and patron holds
- Performs housekeeping duties when needed
- May assist with programs and other service areas
- Other duties as assigned

The duties listed are not meant to be all-inclusive, but are merely intended to be illustrative of the nature of the work to be performed by a person in this position.

**PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to accomplish the core competencies for Library Assistant
- Provides exceptional customer service, enjoys helping others
- Values others and their contributions, helps others meet goals
- Curious, inquisitive and open to learning
- Adaptable, flexible and open to new ideas
- Takes initiative in tackling problems and can work independently
- Interested in books, media, technology and reading
- Assumes responsibility for actions

**ESSENTIAL FUNCTIONS:**

- Communicates in English with staff and patrons (write, read, comprehend, and speak)
- Excellent computer skills including MS Office, Internet, and email
- Arrives at scheduled time and ready to work
- Lifts up to 30 pounds
- Pushes and/or pulls carts loaded with over 80 pounds of library materials
- Grasps book up to 10 pounds and place on shelf above the head, below the knees, or anywhere in between
- Engages in repetitive hand movements
- Ability to sit at a desk for extended periods of time
- Tolerates dust, mold, etc. that may have accumulated on books
- Capable of keyboarding and working with computers
- Engages in bending, stooping, kneeling, sitting, walking, standing for long periods, twisting, climbing, and any other necessary movements of shelving library materials and customer service
- Ability to attend meetings and conferences as assigned both in district and out of the district
- Ability to work in an environment with florescent lights

**ENVIRONMENTAL/WORKING CONDITIONS:**

- Inside work environment
- Requires face to face interaction with other staff and the public on a daily basis
- Flexible work schedule including evening and weekend hours; must be able to work any hours the library is open

**EQUIPMENT USED:**

- Book carts (for transporting materials to proper areas for shelving), computers, tablets, and most business/library machines and equipment necessary to perform tasks

**EDUCATION AND EXPERIENCE:**

- High school diploma or GED required
- One year of computer-related experience or coursework is required
- One year of customer service or general office experience is preferred
- Library experience preferred
- Ability to speak, read, and write in Spanish is desirable

***All employees acknowledge and accept GCPLD's Code of Conduct, respect the State of Colorado's confidentiality laws, and support our mission. Garfield County Public Library District is an equal opportunity employer.***