



Petoskey District Library

Job Description

June 2023

Part-Time Library Assistant

Supervised By: Department Supervisor
Supervises: N/A
FLSA: Non Exempt
Wage : \$13.75/hr

We are passionate about building and sustaining an inclusive and equitable environment for all staff and patrons. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and serve our community.

General Summary:

Library Assistant will be employed under the direct supervision of the Department Supervisor. This is a regular part-time position.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Help with the opening and closing of department area and library
2. Assist patrons in navigating the library: finding books, information, events, etc....
3. Assist with program preparation and development and implementation of new services
4. Be familiar with Petoskey District Library policies, procedures and routines
5. Answer inquiries by telephone and email
6. Assist with outgoing and incoming library loans
7. Assist patrons at the departmental service desk and other areas when needed
8. Catalog, process and mend library materials as assigned
9. Assist in marketing the collection including shelving, shelf reading, and displays
10. Sort and check-in mail

11. Assist patrons with library technology and general technology questions
12. Straighten and clean department as needed
13. Continuing education related to diversity, equity, and inclusion
14. Perform related work as required
15. Other tasks as assigned by the Department Services Supervisor, other Supervisors or the Director

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- High school diploma or equivalent is required; Bachelor's degree preferred.
- Computer skills, a working knowledge of Microsoft Office, library skills, knowledge of emerging technologies are preferred
- Ability to change work priorities as needed
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public and other employees
- Ability to work independently and with attention to detail
- Ability to work a flexible schedule, including nights and weekends
- Ability to match library collections with patron needs

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to reach with hands and arms, and use hands to finger, handle, or feel. The employee must frequently lift and/or move light-weight objects. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. While performing the duties of this job, the employee regularly works in a library setting. The noise level in the work environment is usually quiet to moderate.

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements.