

Stevens County Rural Library District  
4008 Cedar Street, Post Office Box 744  
Loon Lake, WA 99148  
(509) 233-9621 – thelosc.org

Position Description

POSITION TITLE: Library Assistant II  
FLSA STATUS: Non-exempt  
SALARY RANGE: [Library Assistant II](#)  
POSITION SUMMARY: Assist with management of the day-to-day operations of a community library; oversee some aspects of system-wide operations; maintain effective working relationships with staff, volunteers, community organizations and library users. Provide circulation, basic reference, readers' advising, and instruction services for all ages; provide direct service for all ages in a community library.

**RESPONSIBILITIES:**

1. Provide circulation services, including checking materials in and out, registering borrowers, dealing with overdue materials, and collecting fees and damage charges as necessary.
2. Answer telephone calls, referring as appropriate.
3. Perform clerical duties, including maintaining activity records.
4. Shelve materials.
5. Provide readers' advisory and reference service for all ages, requesting back-up assistance when appropriate or necessary.
6. Provide support for adult and youth services as assigned, including assisting with programs as needed.
7. Will be assigned to oversee the library for limited periods of time.
8. May be assigned to specific tasks or responsibilities such as:
  - a. Plan and present story times weekly for preschoolers, and/or after school programs for school age children; plan and present summer reading programs;
  - b. Adding materials to the database;
  - c. Processing and monitoring interlibrary loan requests;
  - d. Providing computer instruction to the public both one on one and in groups.
9. Pick up and deliver materials as needed.
10. May be assigned team leadership responsibilities which may include one of the following areas:
  - a. Coordination of District Summer Reading Program
  - b. Overseeing all interlibrary loan requests for the District
  - c. Coordination of District-wide cataloging
11. May serve in lieu of a Manager in the absence of a Manager
12. Perform other duties as may be assigned to support the District's mission.

**SUPERVISION:**

Works under the supervision of a Library Manager. Will supervise one or more Library Assistants, pages, and volunteers.

**QUALIFICATIONS:**Required

1. High school diploma or equivalent.
2. At least two years related work experience.
3. At least one year of related library experience.
4. Customer service awareness and perspective.
5. Ability to work effectively with staff and customers of all ages.
6. Ability to use District computer systems and various software.
7. Demonstrated ability to establish and maintain effective working relationships.
8. Demonstrated ability to problem solve, use initiative and good judgment.
9. Demonstrated ability to manage detail and recognize and set priorities.
10. Demonstrated knowledge of materials, resources, reference, readers' advising and library automation systems.
11. Effective verbal and written communication skills.
12. Ability to solve problems using initiative and good judgment.
13. Ability to accept and follow instructions.
14. Ability to manage detail; recognize and set priorities.
15. Ability to meet requirements of Child and Adult Abuse Information Act.
16. Valid driver's license and normal risk insurability.
17. Able to travel to various locations throughout the county, including evenings and weekends as necessary.

Preferred:

1. Public library experience.
2. Experience working at a public service desk.
3. Two or more years higher education.
4. Supervisory experience.

**WORKING CONDITIONS:**

1. Will be assigned to a home library, but may be required to drive to library headquarters or other locations as needed.
2. Flexible working schedule including weekends (Saturdays and Sundays) and evenings.
3. Public library and/or retail environment.
4. Tools used are standard office equipment including but not limited to computers and associated software, the Internet, copy machines, telephones, and other equipment as may be necessary.

**PHYSICAL AND MENTAL REQUIREMENTS:**

1. Hearing and speaking to customers, staff and telephone callers.
2. Standing for extended periods of time.
3. Sitting for extended periods of time.
4. Using keyboard and viewing computer monitor
5. Bending, stretching and reaching to retrieve materials.
6. Lifting or carrying items up to 40 pounds.
7. Moving quickly around locations within the library
8. Traveling to libraries within the District.
9. Cooperating and getting along with people.
10. Tolerance for multiple interruptions.
11. Managing detail and multiple demands and setting priorities.
12. Working under moderate levels of stress.
13. Solving problems requiring interpretation.

Approved December 2006