

**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; 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. May 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. Providing computer instruction to the public both one-on-one and in groups.
  - c. Pick up and deliver materials as needed between branches, to lockers, remote bookdrops, etc.
9. May be assigned team leadership responsibilities which may include one of the following areas:
  - a. Support the Inter-Library Loan Specialist with processing and monitoring interlibrary loan requests
  - b. Support a Programming Specialist with the coordination of District Summer Reading Program
  - c. Support the Marketing Specialist
  - d. Support the Cataloging Specialist with assigned tasks (e.g. running reports, pulling materials for cataloging issues)
  - e. Support the Collection Development Manager with assigned tasks (e.g. running reports, weeding)
  - f. Support a Branch Manager by overseeing facility, landscaping and janitorial responsibilities.
  - g. Support the Office Manager with assigned tasks(e.g. assists in preparing book slips, preparing book and DVDs for cataloging, maintaining Amazon order tracking/billing, dispersing supplies, editing online programming calendar, maintaining bi-weekly

programming email, creating marketing for social media, creating library displays, assisting with inventory.)

- h. Support the Public Services Manager and the Community Access Specialist by representing the library at community meetings, civic organizations, or special events
- 10. May serve in lieu of a Manager in the absence of a Manager
- 11. Perform other duties as may be assigned to support the District's mission.

#### **SUPERVISION:**

Works under the supervision of a Large Branch Manager or Small Branch Lead. May supervise one or more Library Assistant 1s, pages, and volunteers.

#### **QUALIFICATIONS:**

##### Required

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

##### Preferred

- Public library experience.
- Experience working at a public service desk.
- Two or more years of higher education.
- Supervisory experience.

#### **WORKING CONDITIONS:**

1. Will be assigned to a home library, but may be required to commute to at least one other branch, on occasion. Some driving may be in inclement weather and all driving includes rural travel. Expected to provide some subbing as possible for other locations.
2. Online meeting formats (e.g. Zoom or Microsoft Teams)
3. Flexible working schedule including weekends (Saturdays and Sundays) and evenings.
4. Public library and/or retail environment.
5. Valid First Aid and CPR certification may be required.
6. May be exposed to cleaning products needed for sanitation in public places.

**PHYSICAL AND MENTAL REQUIREMENTS:**

1. Hearing and speaking to patrons, 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.
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