



Blakesburg Public Library
106 E State Street
Blakesburg, IA 52536

Library Assistant Job Description

General Duties: Work with library team, assisting in daily operations of the Blakesburg Public Library.

Education: Must be high school graduate or equivalent; additional training preferred but not required.

Qualifications/Special Skills: Experience in a customer service role, basic computer literacy including ability to use Microsoft Office and Google Docs and social media applications, strong organizational skills, attention to detail, exceptional interpersonal skills, excellent written and verbal communication skills.

Physical Requirements: Ability to bend, stoop, crouch, kneel, stand, and sit for prolonged periods of time at a desk or computer workstation; extend arms above the shoulder to reach and retrieve books and materials from shelves; grasp books and materials; lift materials and supplies which may weigh up to 25 pounds; use telephone and computer keyboard and mouse; see in the normal vision range with or without correction to read typical business documents and computer screens; hear in the normal range with or without correction.

Working Conditions: Work is performed indoors in an air- conditioned office environment with fluorescent lighting and moderate noise level. There is some exposure to outside conditions when checking book returns, opening and closing the library, possibility of shoveling snow. There may be numerous interruptions to work to assist patrons, answer phones, etc.

Days/Hours Needed: Monday-Saturday. Successful candidate will train with library staff and be able to fill in for staff during unplanned absences. The library hours fluctuate depending on the time of year, but generally include evening and weekend hours.

Specific Job Duties:

1. Assist patrons in locating and using library resources and services.
2. Check materials in and out for patrons.
3. Shelf returned items.
4. Catalog and process materials for the library collection.
5. Provide research and reference assistance.
6. Maintain accurate library statistics.
7. Provide computer/information technology assistance.
8. Assist with library programming for youth and adults.
9. General housekeeping duties (dusting, sweeping, mopping, dumping trash, etc.).
10. Supervising student library assistants.
11. Process interlibrary loan borrower and lender requests.
12. Other duties as may be assigned.

Pay: Pay based on education and experience.

Direct Supervisor: Library Director.

The City of Blakesburg and the Blakesburg Public Library are equal employment opportunity employers. Employment with the library will be available to all applicants regardless of race, color, national origin, gender, disability, religion, creed, socio-economic status and sexual orientation.