

Job Description: Library Assistant

Employees work in a team-oriented environment and are responsible for assisting with library circulation, reference, youth and adult service areas. Kingman Carnegie Library staff work cooperatively to provide needed public services throughout Kingman County. The Library is seeking a Part-Time Library Assistant to assist with general Circulation duties. This position works 15 hours weekly including every Saturday. There may be other duties as assigned but the regular duties are included below.

Examples of Duties:

The ideal Library Assistant candidate must possess Kingman core values of compassion, innovation, and trustworthiness and must work well in a collaborative team environment. Some of the specific tasks include but are not limited to:

- Assists patrons at circulation desk; checks materials in and out; processes hold requests; collects fees.
- Empties book drop.
- Follows cash management procedures.
- Handles the registration of new library cardholders and issues library cards.
- Assists in the assessment and repair of damaged items.
- Pick up mail from the Post Office on Saturdays.
- Shelves circulated and in-house materials; reads shelves to ensure accuracy of material placement.

- Performs routine tasks such as answering phone calls and organizing files.
- Works a schedule to include weekends and evenings.

Typical Qualifications:

Candidates for the Library Assistant are encouraged to apply if they meet the following minimum qualifications:

- Must possess a high school diploma or equivalent certification or be a currently enrolled student.
- Must possess and maintain a valid Kansas driver's license and any other endorsements necessary to legally operate vehicles used while assigned to this position.
- Must possess excellent interpersonal and communication skills in order to serve others.
- Must be able to comprehend, speak and write the English language.
- Must be able to operate a computer.

NOTE TO Applicants:

Kingman Carnegie Library is a drug free workplace and equal opportunity employer.

All employment actions are taken without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, handicap, disability, marital status, national origin, veteran status, or genetic information.