



www.minotlibrary.org ♦ (701) 852-1045  
516 2nd Ave SW Minot, ND 58701

**Department:** Adult Circulation  
**Job Title:** Library Assistant  
**Immediate Supervisor:** Adult Services  
**FLSA Status:** Non-Exempt

**Job Family:** Library Service  
**Job Code:** 734  
**Salary Range:** 6,552– 10,920  
**Date:** 10/26/2020

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date: \_\_\_\_\_

**GENERAL SUMMARY OF RESPONSIBILITIES:**

This is an entry level **customer service/clerical** position responsible for ensuring proper placement and replacement of library materials, circulation of library materials and registration of library customers while providing assistance to library customers. Work is performed under the general supervision of a librarian. This staff member is responsible to support the goals and objectives of the Library and for participating as a team member and supporting Library Board policies and long range goals.

**SPECIFIC RESPONSIBILITIES:**

- Shelves books and materials in proper location in the library, ensures shelves are in order and books are shelved in proper order.
- Provides assistance to patrons at the circulation desk processing materials, issuing cards, verifying circulation information, and filing cards.
- Enters information into the appropriate computer program and searches for information on the computer.
- Assists patron in locating materials, making photocopies, scanning documents, computer work, etc.
- Answers simple reference questions and refers customers to reference librarians.
- Answers telephone and provides information and assists customers by phone.
- Collects fine for overdue, lost, and damaged materials and reconciles records and receipts in cash register.
- Supports organizational mission, goals, and values.
- Communicates with other staff members and maintains a positive relationship with staff, patrons and external organizations.
- Functions as a team player with staff.
- Coordinates activities with supervisors and other staff members.
- Assists patrons in the use library equipment and digital resources.
- Makes referrals to other Library staff members when needed.
- Checks in new periodicals and place on shelves, placing magazines into protective binders.

- Performs opening and closing duties.
- Sorts, checks in and distributes mail.
- Performs other duties assigned by supervisor.

**SUPERVISORY RESPONSIBILITIES:**

NONE

**POSITION QUALIFICATIONS (Knowledge, Skills, and Abilities)**

- Completion of 10<sup>th</sup> grade, required.
- Ability to file and maintain records in an alphabetized system, required.
- Some basic clerical knowledge, required.
- Ability to input data in the computer, required.
- Ability to establish positive rapport with staff and patrons, required.
- Ability to be a team player and to be open to staff comments, suggestions, complaints, or consultations, required.
- Possesses proven customer service record, required.
- Ability to read and write, required.
- Ability to communicate (hear and speak clearly) with staff, patrons, and others, required.
- Possesses and understanding of and uses proper time management skills, required.
- Ability to work weekday afternoons and evenings, Saturdays and Sundays, required.
- Some knowledge of information library systems (library catalogs).
- Ability to operate office equipment, including working knowledge of personal computers, Microsoft Word and Excel and social media.
- Some knowledge of computer operations and using online catalogs, required.

**PHYSICAL AND MENTAL DEMANDS: (These support the essential function.)**

- Able to read and write, required.
- Ability to speak clearly, required.
- Ability to stand, walk, bending, stooping, crouching, and twisting trunk, required.
- Reaching overhead, horizontally, down, required.
- Use of hand, arms, legs, and feet, required.
- Ability to respond promptly to a customer's request for locating items in the stacks, required.
- When locating books and other materials for the customer, employee must be able to reach a height of 6 feet, 7 inches and be able to squat and get to a height of 5 inches from the ground, required.
- Reaching overhead, horizontally, down, required.
- Use of hand, arms, legs, and feet, required.
- Ability to lift and carry up to 25 pounds to distance of the Library, required.

**WORK ENVIRONMENT:**

- Works indoors in controlled temperatures.
- Works irregular shifts.
- Works in low to medium stress.