

Job Description: Library Assistant II (LAI)

OVERVIEW

A Library Assistant II performs professional library functions requiring general knowledge in all areas of public library services. This position focuses on specific areas of the library. It does not require full responsibility for a collection or programming sector, but does allow for training to assume those responsibilities. A Library Assistant II acknowledges and accepts the Library's Code of Service, upholds Montana's confidentiality laws and maintains the integrity of the Lewistown Public Library.

This is a "non-exempt" position within the City of Lewistown. The Library typically has a non-traditional work schedule and hours may include evening and weekend hours as part of the workweek.

JOB DUTIES

Position description

- Assigned partial responsibility over specific areas of the building or collection, or is in training to manage collections or program sectors.
- Helps implement programming and may assist with collection maintenance, program implementation, building maintenance, or other long-term projects as directed by the Director and/or other staff members.
- Can perform all the tasks required of a Library Assistant I and may train other staff members to perform tasks required of a Library Assistant I or II.
- May supervise volunteers or train staff members as requested by the Director.

Examples of specific job duties

- Responsible for specific areas of the Library (e.g. building maintenance, archive preservation, programming initiatives) with minimal supervision AND/OR is in training to manage collections (i.e. Fiction, Nonfiction, Local History, Youth) and program sectors (i.e. Youth, Adult, Senior).
- Works with other entities (e.g. the Montana State Library, nonprofits, other libraries) on region-wide projects, including resource sharing, analytics, and specific software and database use.
- Serves as a backup for item cataloging.
- In addition to standard processing and mending duties, completes trainings in special areas (e.g. archives, non-print items).
- Completes specialized trainings to assist the Director or other staff with long-term projects (e.g. workplace safety).
- Responsible for ordering and maintaining Library supplies, including office materials and processing/mending supplies.
- Proficient in all duties required of a Library Assistant I (see LAI job description for details).
- Other duties as assigned.

SUPERVISION

Under general supervision of the Library Director or Director's designee.

RESPONSIBILITY FOR WORK OF OTHERS

May oversee volunteers or community workers as requested by the Director.

KNOWLEDGE, SKILLS AND ABILITIES

This position requires a bachelor's degree or equivalent experience (e.g. 4-8 years of experience in a related field or a combination of experience and higher education). Course work in library science or past library certification is preferred. Must be familiar with library tools for evaluating, acquiring and maintaining library collections. Must have skills in operating personal computers including automated information database, database creation, word processing, spreadsheets, and electronic software. A basic knowledge of library

standards and rules is essential. A basic knowledge of office procedures is desirable. Must know how to use WorkFlows, electronic resources and other information technology sources to meet typical library needs.

Must have basic skills in operating personal computers including word processing, spreadsheets, and electronic software. A basic knowledge and skill in typical office procedures is desirable.

The position requires a commitment to customer service excellence; the ability to see the big picture of the Library; the ability to work well with others in a team; the ability to provide leadership and plan, prioritize and focus on what is critical; commitment to lifelong learning; recognition of the value of professional development and networking; and the ability to remain flexible and positive in a time of continuing change.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Physical requirements include ability to move around the facility, walk, sit, bend, climb, kneel, stoop, carry and stoop; use hand and finger motion with enough manual dexterity to use computers and handle library items; lift up to 25#, or greater with assistance; perform other efforts as identified with normal library work; have the ability to communicate with patrons effectively; speak with clarity and listen to patrons accurately; typing ability and computer skills are essential.