



CITY OF RIO COMMUNITIES JOB DESCRIPTION

Position: Part Time Library Assistant

Status: Exempt

Library Assistants play a crucial role in supporting library operations by assisting patrons, managing library resources, and ensuring a welcoming environment for all visitors.

Key Responsibilities

1. **Patron Assistance:** Library Assistants help library visitors locate materials, answer questions, and provide guidance on using library resources effectively. They may also assist with technology and computer usage.
2. **Circulation Management:** They manage the circulation desk, checking materials in and out, issuing library cards, and collecting fines for overdue items. This includes processing interlibrary loans and maintaining accurate records.
3. **Cataloging and Organization:** Library Assistants are responsible for cataloging new materials, organizing library collections, and ensuring that books, periodicals, and other resources are shelved correctly. They may also assist in maintaining the library's online catalog and databases.
4. **Event Participation:** They help plan and participate in library events and programs, such as story times, book sales, and community outreach activities, to promote library services and engage with the community.
5. **Administrative Tasks:** Routine clerical duties include answering phone calls, managing files, and performing data entry tasks to support library operations. They may also assist in maintaining the library's website and ensuring that information is current and accurate,

Skills and Qualifications

- **Customer Service Skills:** Strong interpersonal skills are essential for assisting patrons and providing excellent service.
- **Organizational Skills:** Ability to manage multiple tasks and maintain an organized library environment.
Organizational Skills
- **Attention to Detail:** Accurate shelving, cataloging, and record-keeping prevent errors and ensure quick access to library materials.
- **Time Management and Multitasking:** Managing various tasks, meeting circulation deadlines, scheduling programs, and assisting multiple patrons simultaneously requires strong organization.
- **Record Maintenance:** Maintaining accurate circulation logs, borrower records, and inventory updates is essential for operational efficiency.

I have read and received a copy of this job description. I can do the functions listed for the job and meet the minimum qualifications of the job.

Print Employee Name

Employee Signature

Date