



Fort Scott Public Library

Library Assistant

Job Description

Overview of Job: This position works as an assistant for the library—pay starts at \$9.00. Benefits include Sick Leave, Vacation, and Personal Time Off. This is a part-time, 20-hour position that includes working on Saturdays.

Essential Duties:

1. Shelves books and other library materials in precise order.
2. Checks shelves to make sure materials are appropriately shelved or to locate lost books.
3. Straightens and shifts books in shelving areas as needed.
4. Helps with weeding books and keeping shelves updated
5. Empties book drop and checks in library material as needed.
6. Assists other staff with programming on an as-needed basis.
7. Assists other staff with creating publicity material when needed.
8. Works evenings and weekends as scheduled and as needed in emergencies.
9. Works at the circulation desk and answers the phone as needed.
10. Strong sense of integrity to maintain the privacy of patrons
11. Assists the Director with managing the physical facilities, including cleaning duties
12. Performs other library-related tasks as assigned.

Job Requirements:

1. High school graduate
2. Ability to learn the Dewey Decimal system and alphabetize materials
3. Knowledge of, or ability to learn, computer applications and databases, including integrated library systems and the Kansas Library Catalog.
4. Time management skills and ability to prioritize tasks.
5. Organizational skills, attention to detail, and accuracy.



6. Treats others with respect and consideration regardless of their cultural background, status, lifestyle choices, or position.
7. Attend and participate in monthly staff meetings and yearly in-service.
8. Ability to establish and maintain effective relationships with co-workers, library patrons, and community members.
9. Willingness and ability to work independently and exercise good judgment.
10. Interest and willingness to continue professional development.

Essential Physical Requirements:

1. Routinely use a computer, keyboard, and mouse.
2. Frequently lifts and moves materials weighing up to 30 lbs. and pushes a book cart weighing 50+.
3. Frequently standing or sitting for long periods.
4. Regularly moving around the library facility.
5. Regularly using and answering the library's telephone and other office equipment.
6. Ability to report to work on time.

Accountability:

Reports to the Library Director for performance of duties and responsibilities.