



JACKSON COUNTY ADMINISTRATOR  
COUNTY OF JACKSON

WALDEN, COLORADO 80480  
(970) 723-4660

## **Job Description**

<b>Position Title:</b> Library Assistant	<b>Department:</b> Library
<b>Reports to:</b> Library Director	<b>FLSA Status:</b> Non-exempt, part-time
<b>Pay Range:</b> \$14.42-\$16	<b>Wage Type:</b> Hourly

The statements below are intended to describe the general nature and level of work being performed by employees assigned to this classification. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

**Position summary:** Library Assistant duties include: operating automated system to check materials in and out, reserves and retrieves patron info, sorts, shelves and files library materials, assists patrons, filing, assist with library programs, works closely with the director, light cleaning

### **Essential Duties and Responsibilities**

- In charge in absence of director
- Works closely with director
- Keeps informed about library business
- Operates automated system to check materials in and out, place reserves and retrieve patron information
- Informs patrons of overdue library materials
- Sorts, shelves, and files various library materials
- Reads shelves for accuracy and re-shelves misplaced items
- Sorts, separates, arranges, files or distributes incoming mail, products or material
- Assists patrons with computer questions and problems
- Keep files current
- Assists with special programs
- Assists director with any ILL requests for materials
- Light cleaning

Signature\_\_\_\_\_

Date\_\_\_\_\_