

Position Title: Laingsburg Public Library Assistant

Position Summary:

The Laingsburg Public Library is seeking an enthusiastic and service-oriented **Library Assistant** to join our team. Under the supervision of the Library Director, the Library Assistant provides friendly, and user-centered service to all community members. This position supports a wide range of library operations including customer service, programming, outreach, and basic tech support.

Primary Responsibilities:

- Welcomes and assists all patrons with a high level of customer service.
- Answers questions about collections, services, policies, and digital resources in person and via phone.
- Assists patrons with locating resources and resolving account issues.
- Performs circulation tasks including issuing library cards, collecting fees, and checking materials in/out.
- Offers reading suggestions and promotes materials based on patron interests.
- Processes interlibrary loan requests and manages incoming/outgoing materials.
- Shelves materials and helps maintain a welcoming physical environment.
- Assists in and performs printing, fax, and lamination services.
- Cleans as needed.

Additional Responsibilities:

- Assists with collection maintenance including weeding and suggesting additions.
- May serve as the person in charge in the absence of the Library Director.
- Maintains periodicals and ensures displays are up to date.
- Instructs and supports patrons in using digital resources, computers, and other library technology.
- Troubleshoots basic tech issues related to digital services and devices.

Physical Requirements:

Ability to stand, sit, bend, twist, stoop, reach and grasp, walk, push, pull or lift materials or equipment weighing 30 pounds or more, manually manipulate computer keyboard, mouse and scanner etc.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties. The duties and responsibilities for this position, including essential job functions and responsibilities, may change or increase by practice or policy, as deemed necessary by the library. The Laingsburg Public Library Director reserves the right to assign work outside of an employee's regular job assignment. The Laingsburg Public Library Director also reserves the right to change an employee's regular job assignment or job description at any time.*