



# City of Kalama

Incorporated 1890

## Position Description

<b>Position Title:</b>	<b>Part-time Assistant Librarian</b>	<b>Last Revised:</b>	<b>03/27/2019</b>
<b>Position Status:</b>	<b>Regular Part-time</b>	<b>FLSA:</b>	<b>Non - Exempt</b>
<b>Department:</b>	<b>Kalama Public Library</b>	<b>Union:</b>	<b>Non - Union</b>
<b>Supervisor:</b>	<b>Library Director</b>	<b>Classification:</b>	<b>Part-time</b>

### Position Description

This is a part-time position in the Kalama Public Library requiring from 20 to 65 hours per month and may require work on Saturdays. The position requires flexibility, good communication skills, the ability to manage time and work independently. Wage - \$12.50 per hour.

### Essential Job Duties

- Perform all functions required in the Library including the checking in/out of books using an automated circulation system, shelving of books, processing of books, basic computers skills, specifically Microsoft Office, assisting the public with computers and internet access, the issuing of library cards including processing of payments and issuing receipts. Processing of the Daily receipts with the City's accounting software.
- Strong Customer Relations Skills requires excellent communication skills with the ability to interact with the public in a positive manner
- Must Be able to multi-task, be flexible, work as a member of a team, and take initiative.
- Answer phones and direct calls, respond to inquiries for information.
- Perform other duties as required by designated supervisor.
- Duties of this position include but are not limited to those listed or referenced herein.

### Working Conditions & Physical Demands

Work is performed in an office setting and position works alone the majority of the time. Job requires, typing, computer knowledge, writing, listening and talking. Must be able to bend, turn, lift, pull, walk, sit, and stand. Must have the ability to lift 50 pounds on a ongoing basis.

### Qualifications

- Ability to understand and carry out oral and written instructions following City policies and procedures
- Employee must be able to exercise discretion regarding confidential information.
- Skills in operating office tools, computers, and office equipment. Strong math skills. Knowledge of library filing systems a plus.
- Requires the ability to communicate effectively both verbally and in writing (English)
- Requires strong organizational skills with the ability to multi-task and manage time efficiently.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to learn assigned duties within a reasonable training period and to adhere to prescribed policies.

### Education & Experience

High School Diploma or GED equivalent. A minimum of two years of responsible work history in a customer-oriented environment. Library experience or education a plus.

The statement contained herein reflects general details as necessary to describe the principal function of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered all-inclusive as to work that may be assigned.