

**CITY OF MARION  
MARION LIBRARY  
Job Description**

**I. TITLE:** Library Assistant (Part-time)

**II. PAY CLASSIFICATION:** Non Exempt

**III. REPORTS TO:** Coordinator of Adult Services and Library Director

**IV. NATURE OF WORK:**

The position of Library Assistant (LA) is a non-union, part-time, permanent position for the City of Marion. The LA shall be hired by the Director, with permission of the Board and consent of the City Council. He or she shall receive compensation and benefits, as the Mayor and the City Council shall fix, from time to time. The LA's primary duty is to sort materials that have been returned to the library and to put them back on the shelves in the proper order. The LA is also responsible for surveying the shelves daily and routinely keeping the materials in their proper order. The LA is responsible for returning materials, on all three floors, to their proper location, during his/her shift. It is also the responsibility of the LA to keep the shelves straight and neat, removing those items that are damaged or in need of special attention (repair, relabeled, etc.). The ability of the patrons and library staff to find an item quickly depends on the accuracy and diligence of the LA. The LA may be asked, from time to time, to assist at the different circulation desks during staff shortages. When the LA's are assigned to a department, they report to the department head for work assignments. The LA's shall report to the Coordinator of Adult Services and the Director of the Library.

**V. ESSENTIAL JOB FUNCTIONS:**

- ☐ Must be familiar with the Dewey Decimal System or show the ability to learn it
- ☐ Sort items on book carts according to Dewey Decimal System
- ☐ Distribute materials to the proper departments
- ☐ Return all materials to their proper order on the shelves
- ☐ Straighten shelves to maintain their appearance
- ☐ Shift materials to allow room on shelves for new items
- ☐ Assist in building opening and closing procedures as needed

**VI. TYPICAL DUTIES:**

- ☐ Works up to 19 hours per week; Monday thru Thursday and every Saturday.
- ☐ Shelf materials in all three library departments.
- ☐ Straighten shelves
- ☐ Relieve full-time staff members at circulation desks for breaks or dinner
- ☐ All other related duties to be assigned by the city.

**VII. QUALIFICATIONS:**

- ☐ Must be at least 16 years old and have a high school diploma or working towards one.
- ☐ Must live within a 20 mile radius of Marion City Hall
- ☐ Must be able to accurately place items in alphabetical and numerical order
- ☐ Must be very familiar with computers and other digital devices
- ☐ Must possess good interpersonal communication skills.
- ☐ Must be able to work without close supervision
- ☐ Must be able to pay close attention to detail
- ☐ Must be able to successfully complete pre-employment; background investigations, drug/ alcohol screening, and other requirements by the City of Marion.

4/4/2018

1/20/2016

8/22/13

12/12/12

9/14/10 HR