

City of Anacortes

External Job Posting Announcement



The Anacortes Public Library seeks a Library Assistant who is a positive individual dedicated to our mission to empower a lifetime of discovery

Job Title:	Library Assistant	Department:	Library
Reports to:	Public Services Manager or Librarian	Posting Dates:	9/12/17 – 9/26/17
Location:	Anacortes Public Library	Closing Date:	9/27/17 by noon
Monthly Salary Range:	\$15.25 - \$17.17 per hour (typically starts at lower step)	Classification:	PT - 20 hours per week, ability to work weekends & evenings.
FLSA:	Non-Exempt	Union Affiliation:	None
Retirement:	DRS Pension Eligible	Other:	Pro-rated sick leave, vacation & holiday

Applications Accepted By:

FAX OR EMAIL COMPLETED APPLICATION, COVER LETTER AND RESUME:

Secure Fax: 360-299-1982

barberl@cityofanacortes.org or Emilys@cityofanacortes.org

HUMAN RESOURCES CONTACT INFORMATION:

Phone: 360-299-1970 or 360-299-1941

P.O. Box 547/904 6th Street, Anacortes, WA 98221

Position Specifications - See job description for further information - The City of Anacortes is an Equal Opportunity Employer

PRINCIPAL PURPOSE OF JOB: Responsible for Library public or technical day-to-day service functions with specialty skills in either or both areas. The position serves as customer service representative, helps present a positive library image, participates in Library staff meetings, and assists in the development and implementation of innovative services.

WORK ENVIRONMENT: Work is performed primarily in an indoor office setting.

LEVEL OF AUTHORITY: Performs duties based on established policies and procedures. Errors in judgment could impact the Library's resources and public acceptance of programs, protection of patron confidentiality, personnel, and facilities.

QUALIFICATIONS: Prefer one to two years of customer service and problem solving related experience or equivalent. Prior library related experience preferred. Requires a high school diploma or equivalency. Prefer at least a 2-year college degree or equivalent continued education. A combination of training and experience that provides the requisite skills and abilities may be considered. Requires proficiency with computers and the ability to learn site-specific programs. Must have ability to work independently in a multi-tasking customer service setting. Must have excellent verbal and written communication skills. Must have the ability to work with numbers accurately and understand verbal and written instructions. Must have computer ability to explain and adequately utilize automated library catalogue and circulation systems. Must be bondable.

ESSENTIAL JOB FUNCTIONS: Duties and responsibilities are intended to recognize the functions common to public services and technical services positions as well as the specialty areas applicable to each position. Public service duties include matters such as checking and loading carts, shelving, calling holds, patron calls, issuing cards, as well as assisting on inter-library loan or children's library services. Technical service duties include matters such as receiving and checking incoming materials, downloading records and copy cataloguing, searching records, updating databases, working with Librarians, or text, audiovisual, and other material labeling, bar coding, and repairs.

See job description for further information.
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