



*Email:* [info@emmetsburg.lib.ia.us](mailto:info@emmetsburg.lib.ia.us)

*Website:* <http://www.emmetsburg.lib.ia.us>

*707 North Superior Street  
Emmetsburg, Iowa 50536*

*Phone: (712) 852-4009*

*Fax: (712) 852-3785*

**JOB TITLE: Library Assistant**

**REPORTS TO: Library Director**

**PURPOSE FOR THE POSITION:** To serve patrons of the public library by varied and related tasks as assigned, especially at the circulation desk, returning materials to proper places, and processing new materials.

**ESSENTIAL RESPONSIBILITIES:**

- 1. General circulation, technical, and reference duties for the public library.**
- 2. Reshelve materials in all areas.**
- 3. Advise supervisor to reorder supplies in a timely manner.**

**TO DO THIS KIND OF WORK YOU MUST BE ABLE TO:**

- 1. Be friendly, helpful, tactful, dependable, and gracious.**
- 2. Work effectively as a team member.**
- 3. Handle telephone calls courteously.**
- 4. Handle furnishings and equipment efficiently and economically.**
- 5. Take directions and follow up.**
- 6. Anticipate needs.**
- 7. Use computer at circulation desk, fax machine, copy machine, and the library's resources on the Internet.**
- 8. Utilize Dewey Decimal System to retrieve and to help others browse for materials.**

**PHYSICAL DEMANDS:**

- 1. Reach and stoop to reshelve materials.**
- 2. Repetitive handling.**

## **SPECIFIC VOCATIONAL TRAINING:**

- 1. High school or equivalent certificate, graduate or student at least 16 years of age.**

**It is understood these guidelines are not intended to be all-inclusive and are subject to changes made from time to time by the library director.**

**Adopted: February 1999; Reviewed : January 2006, March 2009, March 2014, April 2022; Amended: January 2017, November 2019; Scheduled for Review: March 2025**