



Town of Culbertson

THE TOWN OF CULBERTSON IS AN EQUAL OPPORTUNITY EMPLOYER & PROVIDER

210 Broadway Ave. • P.O. Box 351
Culbertson, Montana 59218
(406) 787-5271

Library Assistant Job Description

GENERAL PURPOSE

Performs a variety of routine and complex clerical and administrative work in the operation of the library system.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Library Manager and Town Mayor.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Selects and catalogs the general collection of books, periodicals, pictures, tapes, disks, newspapers, manuscripts, pamphlets and other items contained in the library; reviews books, periodicals and collects which are outdated or not used.

Inspects new collection material upon arrival for quality control purposes.

Helps organize special programs for patrons.

Assists patrons in the selection of library materials, reference guidance, and checking out materials.

Performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, making arrangements for use of library facilities, setting up tables and chairs for classes, etc.

DESIRED MINIMUM QUALIFICATIONS

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of principles and practices of modern library systems and programs; thorough knowledge of library collection classification and selection tools and techniques; working knowledge of equipment and facilities required in a comprehensive library system.
- (B) Skill in operation of listed tools and equipment; and
- (C) Ability to accurately classify and catalog library materials; ability to analyze and utilize a variety of reports and records; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with patrons, fellow employees, supervisors, other agencies, and the general public.

TOOLS AND EQUIPMENT USED

Computer, including word processing, spreadsheet and data base software; mainframe computer terminal; 10-key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is generally quiet.

SELECTION GUIDELINES

Formal application, rating of educations and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.