

## **Lane County Library Library Assistant Job Description**

Under the direction of the Library Director, the Library Assistant will maintain circulation desk. Must have an outgoing, flexible and positive personality.

### **Knowledge, Skills, and Abilities**

An individual must be able to perform each essential duty and responsibility satisfactorily. Excellent organization and leadership skills.

- The ability to work collaboratively with patrons of all ages, our local schools and community.
- Assist patrons in materials selections.
- Computer skills and knowledge.
- Ability to deal with the public.
- Ability to work effectively with co-workers.
- Process new materials.
- Working knowledge of library methods and procedures.

### **Requirements**

- Work eighteen hours or less per week.
- Business casual dress required.
- Salary depending on experience and education.

### **Application**

Persons interested in applying for the position should a cover letter, resume, and a list of three profession reference to:

Lane County Library  
PO Box 997  
Dighton, Ks. 67839  
or  
director@lanecolibrary.info