

Part-time Librarian / Library Assistant

Lisbon Public Library, IA

Title (either Librarian or Library assistant), wage (\$18-\$20/hour), and duties (see below) will depend on qualifications.

**To Apply:**

Submit your resume & cover letter to the Library Director, Elizabeth Hoover de Galvez via email at [lisbonpubliclib@gmail.com](mailto:lisbonpubliclib@gmail.com) by May 11, 2025 for full consideration.

Please specify your schedule/availability and preference for the role of librarian or library assistant (details below).

**Schedule:**

This is a 12-18 hours / week, part-time, hourly position.

There may be some flexibility in hours. Expect one evening closing shift per week (Wednesdays), as well as weekday and Saturday shifts.

**General Statement of Duties:**

Regardless of title, this staff person will be expected to:

- provide exceptional patron service at the circulation desk
- understand the basic rules and procedures of the Library
- assist with maintaining the collection and the general appearance of the Library, including processing new materials, weeding outdated materials, and shelving library materials

Additionally, a librarian will:

- plan and present programs, alone or in collaboration with the Library Director, for families and children of all ages
- may assist with the selection of new materials.

### **Examples of work in detail:**

Regardless of title, this staff person will be expected to:

- Independently performs general duties at the circulation desk and will be responsible for opening and/or closing during a shift.
- Monitors public use of library facilities and assists patrons in location of library materials and equipment.
- Provides reference and reader's advisory services and guidance on the use of library materials and equipment.
- Works with the public, helping with printing, faxing, scanning, navigating online resources and answering general technology or reference questions as required.
- Circulates, reserves, renews, and maintains all library materials.
- Accurately enters patron information into the computer system.
- Preserves patron privacy and ensures patron account security by following library policies and procedures.
- Registers patrons
- Collects fees
- Responds to telephone and email inquiries about library programs and services.
- Creates engaging book displays on a monthly basis.
- Understands and upholds the principles of Intellectual Freedom.
- Collaborates with other staff to fulfill long-range planning goals and plans.
- Performs other library tasks as needed.

### **Additional Duties at the Librarian level**

Programming:

- Plans, implements, and evaluates library programs and services for children and families with the goal of increasing literacy, providing educational activities and entertainment, improving socialization skills, and promoting and facilitating life-long learning.
- Activities to include but not limited to: storytimes and afterschool programs, passive programs, class tours or school visits, special events, and community outreach events.
- Assists with planning and implementing the summer reading program.
- Develop promotional materials for programs
- Keeps Library Director informed about upcoming programs, events, and displays.

- Maintains records on program attendance and cost as necessary.
- Maintains and requests supplies needed for programs and events within the established budget.

#### Collection Development:

- May select for youth collections from board books to young adult materials.
- Maintains and weeds collections

#### **Knowledge, skills and abilities:**

- Must possess a minimum of a high school diploma
- A Bachelor's Degree is preferred.
- At the librarian level, a Master's Degree in Library Science is preferred but not required.
- Must enjoy working with youth and the public.
- Must have good communication skills and integrity, be reliable, organized, enthusiastic, and strive for regular professional growth.
- Must have the skill and knowledge to operate a computer and applicable software, including integrated library systems, email, Canva, Microsoft products, Google applications and calendar.

#### **Physical demands and working conditions:**

- Sitting and working at a computer for periods of time.
- Visual acuity to read a computer screen as well as titles and spine labels of books on shelves.
- Dexterity for keyboarding.
- Reaching above the head, bending, kneeling or crouching to reach high and low objects. Walking to assist patrons
- Lifting up to 25 pounds of library materials, chairs, etc.; pushing, pulling tables, etc.
- Handling, manipulating library materials, fingering book pages, forms, etc.