



**POSITION ANNOUNCEMENT**

June 24, 2009

**Library Assistant, Senior  
Packwood, WA**

- Position Information:** Grade 40  
30 hours/week (.75 FTE)
- Position Code:** PA401027-02 (Include on your application and mailing envelope)
- Hiring Salary:** \$20,607 annually
- Closing Date:** July 10, 2009 at 5pm
- Benefits:** Employee Assistance Program  
Washington State Public Employees Retirement System  
Paid Sick & Vacation  
Medical, dental, vision, life, & long-term disability insurance available  
Deferred Compensation & Flexible Benefits Plans Available
- To Apply:** **Obtain "Application for Employment" Materials:**  
Online at <http://www.trlib.org/employe.htm>  
At the Administrative Service Center (see address below)  
At your local Timberland Regional Library
- Submit Materials to:**  
Timberland Regional Library Administrative Service Center  
Attn: Human Resources  
415 Tumwater Blvd SW  
Tumwater, WA 98501

**Application materials must be RECEIVED at the Administrative Service Center by 5pm on the closing date.**

**Resume not accepted in lieu of Application - No emailed or faxed materials accepted**

**SPECIAL INSTRUCTIONS:**

Schedule includes evenings and weekends. Schedule subject to change, based on library needs.

**GENERAL PURPOSE:** Under general supervision, performs a variety of reference, reader advisory, and circulation functions in support of community library operations for the Timberland Regional Library District; may supervise the work activities of assigned library personnel and/or assume supervision of library operations in absence of the Supervisor or Librarian.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Staffs public services desk and interacts with patrons in-person, by telephone, or electronically.
- Responds to inquiries and provides customer service and assistance to library patrons.
- Performs a variety of circulation duties; checks books in and out, receives hold requests, processes library card applications; collects fees for late/damaged library materials, and answers incoming phone calls.
- Conducts reference interviews to determine reader advisory/reference requirements of patrons.
- Educates and advises patrons in the use of library computers, databases, and equipment.
- Provides reference referrals and/or assists patrons in accessing desired library materials.
- Interprets and explains library rules, policies, and procedures to the public.
- Assists in ensuring the delivery of high quality library services to the local community.
- Processes, sorts, organizes, and shelves assigned library materials including books, magazines, newspapers, CD's, DVD's, and/or video tapes.
- Checks-in returned materials, book drop items, inter-library loan materials, and donations.
- Straightens, organizes, rearranges, and shifts books and other library materials.
- Participates in repairing, recovering, and cleaning damaged/soiled library items as assigned.
- Conducts searches in relation to hold, claims return, missing, and/or transit list items; locates and pulls related items.
- Prepares and packages library materials for mailing and/or delivery by courier.
- Creates and maintains assigned library book displays, bulletin boards, and display cases.
- Provides general assistance with setting up programming events and posting program flyers.
- Presents and/or participates in assigned library programs.
- Assists with maintaining library facilities and equipment; troubleshoots and/or coordinates the repair of library equipment.
- May assist in ordering library supplies and maintaining supply inventories.
- May provide assistance in training and/or supervising the activities of assigned library personnel and volunteers.
- May supervise library operations in absence of Supervisor/Librarian.
- Performs other duties as assigned or required.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

High School Diploma or equivalent, and two years community library experience; OR an equivalent combination of education and experience.

**Required Licenses or Certifications:**

- Depending on area of assignment, a valid Washington Driver's License may be required.

**Required Knowledge of:**

- Community library operations, programs, and services.
- Policies and procedures relative to library operations.
- Reference and circulation processes and procedures.
- Programming and community outreach activities.
- Library computer systems, databases, and software.
- Customer service standards and procedures.

**Required Skill in:**

- Coordinating and performing a variety of library functions.
- Conducting reference, reader advisory, and circulation duties.
- Providing support in relation to branch operations for area of assignment.
- Assisting in ensuring the delivery of quality library services/programs to the community.
- Providing customer service, instruction, and assistance to library patrons.
- Establishing and maintaining effective working relationships with other staff, other branch libraries, community groups, library patrons, and the general public.

**Physical Demands / Work Environment:**

- Work is performed in a library environment.
- Subject to standing, walking, bending, reaching, and lifting of objects up to 40 pounds.
- Must be able to push/pull library carts and lift/carry library materials.