

## **San Juan County Position Description**

**Title:** Librarian Assistant

**Department:** Monticello Library

**Grade:**1, Step 1 \$9.26 per Hour

### **General Purpose:**

Perform routine library work involving service to patrons, collection and records maintenance, bibliographic searching and verification and related work.

### **Duties:**

1. Assists Librarian in processing cataloged materials
2. Responds to basic reference requests and inquiries by patrons.
3. Provides basic direction and instructs patrons in locating materials.
4. Operate a variety of library equipment ie., fax, computer, copier, index, scanner.
5. Maintain books, videos and audio's in good working order.
6. Collection of dues and overdue library material.
7. Assist patrons on usage of the Internet.

### **Minimum Qualifications:**

1. High School Graduate or equivalent.
2. Must be willing to work evenings and Saturdays.
3. Must have the ability to work with the public.
4. Must know book shelving.
5. Ability to stand for long periods of time.
6. Ability to lift 30lbs. with special accommodations.
7. Must have typing skills.
8. Must have a current Utah Driver License and clean driving record.
9. Must be at least 18 years of age.

### **Physical Demands:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

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**General Hours:**

This is a part time position. There are no guarantees of a specific number of hours. Hours will vary according to scheduling. Every effort will be made to keep hours below 29 hours per week.

San Juan County is accepting applications for the position of Assistant Librarian. This is a part-time position with no benefits attached. Applications can be obtained at the Human Resources Office in the Courthouse in Monticello or at Workforce Services in Monticello and Blanding. San Juan County is an Equal Opportunity Employer.