JOB ANNOUNCEMENT
LIBRARY ASSISTANT

The Municipality of Skagway is accepting applications for a Library Assistant. This is a regular full-time position, working 40 hours per week, days, evenings and weekends. This position is eligible for municipal benefits.

WAGE RANGE: Grade 11, Step One-Entry level wage - $18.97 per hour.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of practices in library services, as well as modern office procedures.
- Knowledge of library reference resources and tools of research
- Proficient with the operation of office equipment as well as electronic devices such as e-readers and tablets
- Must have ability to take direction from supervisors and exercise independent judgment in accomplishing assigned tasks.
- Must be able to organize activities and tasks in an efficient and effective manner
- Must possess strong verbal and written communication skills to be courteous and professional with the public and other employees.
- Ability to work as a team member
- Library and/or clerical experience preferred
- Physical demands may require long periods of sitting, ability to lift up to 20 pounds; may be required to climb, stoop, kneel, crouch or crawl. Must have average vision. Any disabilities that prevent an individual from performing any of these functions may be accommodated

DUTIES:
This position works under the direction of the Librarian. The Library Assistant must enjoy working with people, by answering general and reference questions, providing assistance with library equipment including computers with internet access, performing tasks in the cataloging, processing, and circulation of library materials, including interlibrary loans. The Library Assistant assists the Library Director with planning, promoting and implementing community and children’s programming, as well as accurate record-keeping.

- Perform all necessary circulation duties for our collection as well as inter-library loan requests
- Process reference requests
- Instruct patrons in the use of library materials and equipment
- Assist with planning and facilitating library programs
- Provide information regarding library policies, procedures and use of technology to patrons.
- Assist patrons in the selection of library materials and provide reference guidance
- Resolve inappropriate behavior and refer problem situations to the Library Director
- Open and close the facility for security and safe access
- Keep and record daily statistics and balance cash drawer
- Maintain confidentiality of records
- Supervise volunteers, clerks and students

Applicants must submit a completed Municipality of Skagway application form to the borough office at the address above or by e-mail to a.lawson@skagway.org. Applications are due no later than 4:00 p.m., Friday, March 25, 2022. The application can also be downloaded from the website at www.skagway.org.

The Municipality of Skagway is an equal opportunity employer.