Library Assistant

The Community Library

POSITION INFORMATION
Title: Library Assistant
Type: part-time (16-20 hours/week), year-round, non-exempt position
Location: Ketchum, Idaho
Reports to: Candida Miniño, circulation supervisor
Minimum compensation: $21/hour
Benefits for part-time position: Voluntary vision, short-term disability, and dental plans.
Special Instructions: successful applicants must complete a criminal background check. This position includes weekend and evening hours.

THE COMMUNITY LIBRARY ASSOCIATION
The Community Library's mission is to bring information, ideas, and individuals together to enhance the cultural life of the community. The Community Library strives to promote literacy, encourage community conversations, provide contemplative space, foster creativity, and deepen a sense of place in central Idaho.

The Community Library Association is a non-profit cultural and educational institution supported in part by revenue from the Gold Mine Thrift and Consign Stores, and in part by private donations. As a privately funded public institution, the Library provides broad access to a wide range of resources and services. Anyone can get a library card here for free! The Library includes robust physical and digital book collections, a vibrant slate of educational programs for all ages, computer and internet access, and the Center for Regional History, which includes the Wood River Museum of History and Culture and the historic Ernest and Mary Hemingway House and Preserve.

JOB SUMMARY
This Library Assistant works with a team of individuals to provide consistent, dynamic, and excellent customer service to library users and members. This position assists with the daily operations of the circulation desk and other library services, performing related duties as assigned. This position may include both weekend and evening hours.

DUTIES AND RESPONSIBILITIES
- Provide quality customer service to library users and members
- Register new library members and orient them in collections and services
- Update member records when appropriate
- Check out and renew items, according to library policy limits and restrictions
- Check in returned items and prepare them to be shelved or moved to other locations
- Identify items being returned with damage and initiate damaged materials procedure
- In person and via telephone, assist members in locating materials, placing holds as requested
- Audit hold shelf for accuracy and currency
- Resolve lost and damaged account charges
- Provide informational and directional assistance to users and members and refer inquiries as needed to other departments

- Carry out library policies and procedures as appropriate to circulation desk operations and maintain an environment appropriate for the library's normal operations
- Assist users and members with questions about public internet station usage, including Microsoft Office, internet searches, printing and scanning
- Provide readers' advisory and catalog search assistance
- Answer basic questions about operating e-reader and mobile devices for the library's digital services
- Sort and shelve materials using the Dewey Decimal System and appropriate alphabetization systems as required by current library procedures
- Maintain order of items on shelves via routine upkeep and shelf reading as assigned. Search for missing items. Delete discarded items.
- Maintain physical appearance of library through daily routines
- When assigned, open and close the library according to the opening and closing procedures and ensure the security of the building using the library's alarm system
- Attend departmental, library and association wide meetings as requested
- Regularly check and conduct work-related correspondence through a library sponsored email account
- Perform other duties as assigned

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Work is performed primarily indoors and may involve sitting at a computer and standing for lengthy periods of time. This position requires intermittent lifting and moving objects up to 40 pounds (heavier items must be team lifted). A high degree of interaction with the public is required for this position.

QUALIFICATIONS

- A bachelor's degree or equivalent is preferred
- Bilingual skills in English and Spanish are highly advantageous
- Demonstrated initiative, ability to problem-solve and think critically in order to establish and communicate clear priorities
- Demonstrated ability to work in a team-based environment
- Demonstrated computer skills, including email, Microsoft office, and internet research
- Demonstrated excellence in time management and organization
- Demonstrated commitment to continued professional growth
- Demonstrated ability to foster an environment of diversity and inclusion consistent with the library's aims

APPLICATION INSTRUCTIONS

The application period is open Wednesday, October 28, 2026, to Sunday, November 8, 2026. Review of applications will begin on Monday, November 9, 2026. Interested candidates should submit a cover letter, resume and three professional references as pdf attachments to bringit@comlib.org using the subject header "Job Title_First Name Last Name". Please direct all questions to Yira Massey, director of operations, at the aforementioned email.