

## **JOB DESCRIPTION**

### **FULL-TIME BILINGUAL ENGLISH/SPANISH LIBRARY ASSISTANT**

**PURPOSE:** A full-time Bilingual Library Assistant is employed for approximately 35 hours per week to assist in providing library services at the Burbank and Vista Hermosa libraries and throughout the Library District as needed.

#### **GENERAL PERFORMANCE REQUIREMENTS:**

1. Ability to perform skilled level clerical, record-keeping, circulation and reader's advisory functions.
2. Computer skills including a high degree of keyboard and data entry accuracy and familiarity with the Internet.
3. Ability to communicate well including good telephone etiquette.
4. Ability to work accurately with numbers and the alphabet.
5. Ability to work effectively with employees and library customers.
6. Ability to lift moderate weights (10 to 35 pounds) at frequent intervals.
7. Willingness to accept other tasks as assigned.

#### **WORKING CONDITIONS:**

1. Work is performed at the Burbank and Vista Hermosa libraries and throughout the Library District as needed.
2. Physical activity – walking, standing, squatting, bending, reaching, and lifting – is necessary during most of the work day.
3. Professional attire is expected. (For men: shirts and slacks. For women: dresses, skirts, dress slacks, and blouses. No jeans, shorts, sweatshirts, or t-shirts.)

#### **MINIMUM QUALIFICATIONS:**

1. Fluency in both English and Spanish.
2. Associate of Arts degree or equivalent education. (Appropriate work experience may be considered in lieu of formal education.)
3. Computer literate.
4. Works well independently, with co-workers, and with supervisor.
5. Available to work evenings and weekends.
6. Experience working with children.
7. Previous library experience preferred.
8. Physically able to perform all job functions.

#### **ACCOUNTABILITY:**

1. Follows County Library policies and procedures as delineated in the County Library Policy, Procedure and Personnel manuals.

2. Communicates with direct supervisor to resolve situations or problems outside the scope of Policy, Procedures and Personnel manuals.

**SALARY RANGE:**

Dependent on qualifications.

**REPRESENTATIVE DUTIES:**

1. Assist users of all ages in locating books and information in the library. Become familiar with standard authors and titles.
2. Respond to customers' telephone and in-person requests for information.
3. Operate the WALNET Integrated Library System; search library databases and the Internet.
4. Conduct or assist supervisor in planning, coordinating and conducting library programs for children such as story hours, crafts, summer reading programs, and outreach to daycares and schools. Work with library staff and community members to develop exhibits, programs and lectures.
5. Create and update customer accounts.
6. Charge and discharge library materials.
7. Collect overdue and replacement fees and provide receipt.
8. Process requests from other WALNET libraries.
9. Maintain customer statistics.
10. Shelve new and returned library materials.
11. "Read" shelves for accuracy.
12. Operate library equipment including computers, printers, fax machine, copy machine, and other equipment as needed.
13. Empty book drop; retrieve mail and newspapers from outside boxes.
14. Perform daily cleaning tasks including emptying trash.
15. Refer non-routine queries or problems to supervisor.
16. Perform other tasks as assigned.

**NOTE:** This job description may be modified depending on the skills and education of the applicant. The Walla Walla County Rural Library District reserves the right to modify or add to this job description in order to satisfy the District's needs and to best utilize the strengths of the applicant.

**COUNTY LIBRARY POLICY, PROCEDURE AND PERSONNEL MANUALS  
PROVIDE MORE DETAILS.**