



Leech Lake Tribal College Position Description

POSITION TITLE: Library Assistant

DEPARTMENT: Library

REPORTS TO: Director of Library Services

WORK HOURS: Will vary between 8:00 a.m. to 4:30 p.m., and other times as scheduled

STATUS: Non-exempt

LICENSE/CERTIFICATION REQUIREMENTS: Valid MN Driver's License, current insurance or be insurable.

SUMMARY:

This position will work supporting library initiatives and services through technical procedures, including, but not limited to: cataloging, records management, collection management, interlibrary loan coordination, public library services, and development of the college archive. In addition, this position provides responsive customer service to all library users on a daily basis.

EDUCATION:

Associate's degree required, bachelor's preferred.

ADDITIONAL QUALIFICATIONS AND SKILLS:

A demonstrated ability through experience to work with highly technical computer database programs.

A minimum of two years' experience working in records management, or other comparable areas of highly organized practice.

Possess a strong commitment to and enthusiasm for public information access. Ability to learn new (library) software quickly.

Detailed and accurate in data management skills.

Ability to handle basic questions regarding the MS Office Software suite, including Excel.

Experience working with the Ojibwe community.

Demonstrated commitment to serving students from diverse backgrounds, interests, goals, and abilities.

Excellent verbal and written communications skills. Excellent interpersonal skills and a self-starter.

Excellent organizational, planning, and prioritizing skills. Ability to maintain confidentiality of records and information.

Ability to interpret; adapt; and apply guidelines and procedures.

Ability to develop and maintain recordkeeping systems and procedures. Ability to work effectively as a team member of LLTC.

Ability to pass pre-employment drug test and criminal background checks. Native American preference.

DUTIES/RESPONSIBILITIES:

Manage the library's collections of physical materials, records, and data

- Cataloging and physically processing newly acquired and/or reassigned library items
- Creating, editing, and maintaining patron, bibliographic, holding and item records using best practices and professional standards
- Collecting, documenting, and preserving statistics pertaining to library usage across collections, databases, and public service activities
- Coordinating interlibrary loan services in a timely and efficient manner
- Authorize and maintain user roles which give access to the Primo catalog
- Recommend and set up patron, collection, and catalog information to be purged

Assessing public service needs, opportunities, progress, outcomes, and strategies

- Participate in collection development and archival development as planned with the Director of Library Services
- Perform and participate in library inventory as directed by the Director of Library Services

Assist with general library operations

- Perform all front line duties at the circulation desk including but not limited to checking out materials, issuing library privileges, providing basic reference services, accepting returned materials, re-shelving returned materials and maintaining organization throughout the library
- Serving as the first contact person at the circulation desk, greeting patrons, respectfully listening to and responding to patron questions.
- Opening and closing the library as scheduled, which may include evening and weekend times outside of normal business hours
- Supporting library policies and procedures, especially confidentiality policies
- Referring complex or research-oriented patron questions to the Director of Library Services
- Exercising professional judgment, particularly when facing issues or concerns pertaining to intellectual freedom and or censorship
- Providing basic MS Office, and internet troubleshooting and instructions
- The Library Assistant's main workstation is at circulation desk the

Other duties as assigned.

PHYSICAL REQUIREMENTS:

Ability to lift 30 pounds or more and use proper body mechanics. Be able to sit or stand for long periods of time.

Subject to internal working conditions. Non-smoking environment.

I understand the position description for the Library Assistant position. I am capable and agree to perform the job duties and responsibilities assigned to me. I also understand that the duties and responsibilities and other working conditions may change from time to time with our without notice. I further understand that this position description is not a contract and does not guarantee employment for any specific period or amount of time. This position description will be revised periodically or as needed.

**Position Description revised: June 15, 2021.*

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____