

Lower Umpqua Library District
Position Description

Library Assistant

20 hours per week

\$15.50 per hour

Open until filled, with interviews starting 8/25/2026

Position Overview:

Provide exceptional customer service, maintain collections, and assist patrons with technology in support of the library's mission to the community.

This is a permanent part-time position. PTO and sick time are cumulative. A matching retirement plan is available following the 90-day probationary period. Must be available to work any hours the library is open to the public, including evenings and Saturdays.

Key Duties and Responsibilities

- **Customer & Circulation:** Check library materials in and out, issue library cards, process holds, collect fines or fees
- **Collection Maintenance:** Sort and shelve returned books, process materials for collection addition, perform minor book repairs
- **Patron Assistance:** Help visitors locate specific books, use library catalog, operate on-site technology like computers, printers, provide assistance with cell phone operations.
- **Clerical Tasks:** Answer phones, process interlibrary loans, maintain daily visitor logs, spreadsheets
- **Program Support:** Assist with library events such as children's story time, teen activities, or adult book clubs.

Qualifications and Skills

- **Education:** A high school diploma or equivalent. Previous customer service is helpful.
- **Communication:** Strong interpersonal skills to effectively assist a diverse public and work within a team-oriented environment
- **Organizational Skills:** Ability to work effectively within a disruptive environment, maintain a clean work area and library environment
- **Technical Literacy:** Comfortable with computers, digital services, Microsoft Office experience is helpful
- **Physical Demands:** The ability to lift up to 30 lbs and spend extended periods standing, bending, or walking.