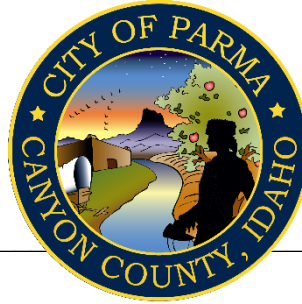


City of Parma

P.O. Box 608
305 N 3rd Street
Parma, Idaho 83660



(208) 722-5138
mayor@cityofparmaidaho.org

Part-Time Library Assistant

Customer Service Vision Statement

Patricia Romanko Public Library is committed to providing excellent service to its community. Staff members are expected to interact with all patrons and staff with courtesy and respect.

Definition

This part-time position is responsible for the day-to-day tasks required to provide a welcoming and meaningful experience to all library patrons, in a professional and courteous manner. The Library Assistant provides support to library customers while delivering highly effective customer service, acts as a team leader in the absence of the supervisor, and assists with the physical upkeep and maintenance of the library. This position works under direct supervision of the Library Director.

Responsibilities and Duties Include

- Provides assistance to library customers with circulation, reference, and services/programs offered by the library (e.g., answering reference questions, locating materials, checking out books and providing technical information regarding computers, etc.)
- Issues library cards to new users and maintains accurate user registration records. Researches customer account information and resolves customer concerns tactfully. Explains and monitors compliance with library policies and procedures. Manages and schedules study and meeting rooms for internal and public use.
- Researches, plans, develops, publicizes and hosts in-house library programs for people of all ages and backgrounds; assist with organizing community-wide events and outreach to schools, clubs, groups and underserved communities. Creates materials and displays to promote programs, library services and materials. Sets up and cleans after programs and events.
- Checks in returned materials using library computer systems, maintains library collections through various circulation tasks, including recovering missing materials, accurately sorting and shelving materials in an orderly manner and identifying and repairing damaged or incomplete library materials. Recommends materials for collection development. Processes interlibrary loans and purchase requests.
- Performs proper library opening and closing procedures, including cash register review and bank deposits.
- Compiles statistics and creates reports. Innovates solutions for inefficient procedures to best promote a functional working environment.

- Assists and supports library staff with various projects. Engages with staff and the community in continuing education and researching the latest trends in literature, technology and library sciences.
- Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Knowledge, Skills and Abilities

- Knowledge of library philosophies, practices, procedures and technologies
- Knowledge of customer service techniques
- Knowledge of computer usage including related software and hardware
- Ability to learn and use automated library systems
- Ability to work independently, troubleshoot/problem-solve, and use initiative while performing duties
- Ability to multitask and prioritize a broad range of administrative tasks
- Ability to exercise tact, patience, diplomacy, cultural sensitivity, and courtesy when dealing with patrons
- Ability to carry out day-to-day activities independently within established guidelines and procedures
- Ability to communicate effectively in the English language at a level necessary for efficient job performance
- Ability to perform all essential functions as assigned by supervisor, with or without a reasonable accommodation.

Qualifications

- Two years library experience or AA degree
- Position requires day, evening and weekend working hours
- Access to transportation
- This position has responsibilities that require the person to work with minors or individuals with disabilities
- Clean drug test upon hire and with cause according to the City of Parma policy

If interested, please submit a letter of interest and a current resume by November 15, 2026, to: Library.Director@cityofparmaidaho.org

Patricia Romanko Public Library on Facebook, www.parma.lili.org