Muhlenberg Community Library Job Description

Position Title: Library Assistant	**Reports To: Assistant Director & Director**
Date: Nov 4, 2026	**Wage Category: Non-Exempt**

General Position Description

The Library Assistant is an hourly position, reporting directly to the Assistant Director and Library Director. The primary responsibilities include circulation desk duties--including checking in and out library materials, issuing library cards, collecting fines/fees, assisting patrons, and maintaining the appearance and cleanliness of the library. Additionally, each library assistant is assigned back-office duties that are necessary for the smooth running of the library.

The Library Assistant must be knowledgeable in the current workings of a public library system and must possess strong interpersonal skills and knowledge of current popular authors, books and movies. Excellent customer service skills required.

This is an hourly, part-time position as outlined by the U.S. Department of Labor, Fair Labor Standards Act (FLSA), and Regulations 29 CFR Part 541.

Essential Functions

Circulation

- Works at circulation desk.
- Charges and discharges library materials, issues library cards, and collects fines/fees.
- Responds to patron requests both in person and over the telephone in a timely manner.
- Answers patron questions regarding library circulation policies and procedures.
- Greets and directs patrons in the library.
- Does typing and filing.
- Sorts and routes mail.
- Shelves inventory, identifies overdue and damaged materials; searches shelves for overdue, missing and/or lost materials.
- Assists patrons with ready-reference questions, reader advisory, bibliographic instruction, and database searching.
- Assists patrons with mechanical operations of library equipment.
- Pulls and sends out Hold List materials.
- Retrieves, separates and check-ins materials deposited in the book drops.
- Responsible for maintaining the appearance and cleanliness of the library.
- Responsible for monitoring reserved items.
- Creates monthly displays.
- Performs opening and closing procedures as needed.
- Deals with disruptive or problem patrons and enforces library policies as needed.

- Responsible for at least one back-office duty, including but not limited to processing periodicals; processing ILLS, collecting and arranging MCL publicity materials; replacing damaged CD/DVD cases and covers; processing new/donated items; and moving items from new to old status.
- Attends staff meetings, workshops and seminars as appropriate.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Working knowledge of professional public library principles, practices, functions, methods and administration.
- Strong interpersonal skills.
- Competency in the use of office equipment and computers is required.
- Working knowledge of, or demonstrated ability and willingness to learn, Microsoft Office Suite and most popular social media platforms.
- Working knowledge of reader interest levels, books, authors and reference sources.
- Working knowledge of automated library circulation systems (preferably Polaris) and online databases.
- Basic knowledge of office and personnel practices and procedures.
- Willingness to continue building knowledge and skills through on-going professional development.
- Ability to work flexible hours, including some Saturdays and evenings.

Physical Demands of the Position

- Sitting, standing, walking, climbing, stooping.
- Bending/twisting and reaching.
- Talking and hearing; use of the telephone.
- Far vision at 20 feet or farther; near vision at 20 inches or less.
- Lifting and carrying 50 pounds or less.
- Handling: processing, picking up and shelving books.
- Fingering: typing, writing, filing, sorting, shelving books.
- Pushing and pulling objects weighing 60-80 pounds on wheels.
- Mobility: travel to meetings outside library.

Mental Requirements

- Communication skills: effectively communicate ideas and information both in written and oral form.
- Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
- Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
- Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
- Time management: set priorities to meet assignment deadlines.

Environmental/Working Conditions Inside work environment.

- Outside work periodically for special events/outreach.
- Flexible work hours; frequent evening and weekend hours.

Education and Experience

High school diploma or GED required. A Bachelor's degree preferred. Customer service experience required. Prior library experience and/or bilingual Spanish are pluses.

Hours

Hours will include weekday mornings Monday-Thursday, and an occasional Saturday a month. Ability to be flexible for other hours is required.

Examples of Other Duties as Assigned

A non-exhaustive list of possible other duties that may be required.

- Taking out the trash.
- Climbing a ladder to change light bulbs.
- Vacuuming and/or sweeping.
- Dusting and/or cleaning.
- Cleaning up minor messes throughout the library, including bathrooms and kitchen.
- Shoveling a few inches of snow and sprinkling salt/ice melt on sidewalks, as needed.