

**Job Title:** Part-Time Collection Development Assistant Librarian

**Job Type:** Part-Time – 25 hrs/wk

**Hourly Rate:** \$13/hr

**Application Deadline:** 05/02/25

### **Work Schedule**

- Monday–Friday: 9:00 AM – 2:00 PM
- One evening shift per week (typically 3:00 PM – 8:00 PM)
- Rotating Saturday shifts as part of the library's weekend coverage

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### **Position Summary**

The Part-Time Collection Development Assistant Librarian supports the ongoing organization, maintenance, and accessibility of the library's physical collections while also assisting with essential public-facing services, including reference and circulation tasks. The ideal candidate will demonstrate flexibility, accuracy, and strong communication skills to contribute to both back-end and front-line library operations.

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### **Key Responsibilities**

#### **Collection Development Duties:**

- Assist with acquisitions, cataloging, processing, and labeling of new materials
- Conduct inventory, shelf-reading, weeding, and collection assessments
- Maintain accurate catalog and item records in the integrated library system (ILS)
- Organize and shelve materials across various formats
- Track damaged or missing materials and assist with replacements or repairs

#### **Circulation and Reference Support:**

- Provide courteous, informed assistance to patrons at the circulation and reference desks
- Check materials in and out using the library's ILS
- Issue and update library cards and explain library policies and procedures
- Assist patrons in locating materials, placing holds, and using the online catalog
- Answer basic reference and directional questions, and refer complex inquiries to professional staff
- Assist with troubleshooting public computers, printers, copiers, and other library technology
- Promote library services and programs during patron interactions

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### **Required Qualifications**

- Associate degree or higher from an accredited institution;
- Bachelor's degree in library science, child development, education, or related field preferred
- Previous library experience or customer service experience preferred

- Familiarity with library systems, cataloging standards, and Dewey Decimal Classification is a plus
- Strong attention to detail and time management skills
- Excellent communication, problem-solving, and interpersonal skills
- Ability to adapt to various roles and multitask in a dynamic environment

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## **Essential Physical Abilities**

The following physical abilities are required to perform the essential functions of this position, with or without reasonable accommodation:

- Clear speech and/or hearing to effectively communicate with patrons and staff and understand instructions
- Visual acuity to read print and digital materials and perform data entry
- Manual dexterity to handle books, use computer equipment, create legible handwritten records, and operate library machinery
- Ability to lift and move materials up to 35 pounds, push heavy book carts, and sit or stand for extended periods

This role also requires frequent walking, bending, crouching, kneeling, reaching, stooping, and repetitive hand movements.

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## **Benefits**

- Holiday Pay (as eligible based on scheduled hours)
- PERSI (Public Employee Retirement System of Idaho)
- Professional development opportunities and supportive work environment

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## **ADA Statement**

Madison Library District complies with the Americans with Disabilities Act (ADA) and is committed to providing reasonable accommodations to individuals with disabilities. If you need assistance or accommodation during the application process, please contact the Director.

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## **Equal Opportunity Employer**

Madison Library District is an equal opportunity employer. We are committed to creating an inclusive environment for all employees and encourage applications from candidates of all backgrounds and abilities.