

**Sheridan County Public Library System  
Story Branch Library (Story, Wyoming)**

**Position Title:** Library Assistant

**Location:** Story Branch Library

**Education:** High school diploma; Some college and/or library experience preferred

**Wages:** \$13.50 per hour

**Schedule and Benefits:**

- ◆ 10 - 19 hours/week (part-time; non-exempt)
- ◆ Tuesday-Friday and fill in dates (12:00 pm – 5:30 pm); occasional Saturday

**Closing Date: Open Until Filled**

**Partial list of duties (see Job Description for complete list of duties):**

- ◆ Using the integrated library system to charge & discharge materials, place materials on hold, record fees and payment, issue and update patron accounts, etc.
- ◆ Assist patrons on use of electronic card catalog, electronic databases, and Internet
- ◆ Assist patrons with tablets, smart phones, eReaders to access the library's digital collection of eBooks, and downloadable Audiobooks.
- ◆ Provide readers advisory services to patrons
- ◆ Sort materials on shelving carts and shelve library materials
- ◆ Assist with collection development
- ◆ Assist with library programming
- ◆ Open and close library according to procedures
- ◆ Perform various tasks as assigned by supervisor

**Qualifications:**

Strong customer service skills and enjoy working with people of all ages and backgrounds. Excellent communication skills; knowledge of general library practices and procedures; and strong computer skills preferred. Experience using various mobile devices (tablets, smart phones, eReaders) is desirable.

**Internal Applications:**

Please contact Stephanie Hutt no later than 3/5/2024 if you would like to be considered for the position or if you have any questions. Apply to:

Amy Long – Director  
Email: [along@sheridanwyolibrary.org](mailto:along@sheridanwyolibrary.org)  
Phone: 307-674-8585 ext. 112

**Sheridan County Public Library System  
Story Branch Library  
Library Assistant  
Job Description**

**JOB SUMMARY**

Work under the supervision of the Branch Manager who reports to the SCPLS Director. Responsible for performing varied functions in the day-to-day operations of the branch library.

**DUTIES (include but not limited to):**

- ◆ Welcome, greet and assist our patrons who come into the library
- ◆ Using the ILS (integrated library system) charge & discharge materials, place materials on hold, record fees and payment, etc.
- ◆ Issue and update patron registration
- ◆ Assist patrons on use of electronic card catalog, electronic databases, public computers and wifi
- ◆ Assist patrons with tablets, smart phones, eReaders to access the library's digital collection of eBooks, and downloadable Audiobooks
- ◆ Provide readers advisory services to patrons
- ◆ Assist patrons in locating items within library or library system
- ◆ Assist patrons with reference and interlibrary loan requests
- ◆ Process overdue notices and bills
- ◆ Shelve library materials
- ◆ Assist with collection development
- ◆ Assist with planning and executing library programming for all ages
- ◆ Empty book drop and process returns
- ◆ Assist with processing and mending of library materials
- ◆ Open and close library according to procedures
- ◆ Participate in available training sessions
- ◆ Perform other duties as required as assigned by supervisor

**QUALIFICATIONS**

High school diploma required. Some college work and/or library experience preferred. Strong customer service skills and enjoy working with people of all ages and backgrounds. Excellent communication skills; knowledge of general library practices and procedures; and strong computer skills preferred. Experience using various mobile devices (tablets, smart phones, eReaders) is desirable.

**PHYSICAL REQUIREMENTS**

- ◆ Ability to reach shelves at high and low levels
- ◆ Ability to bend, stoop, twist, turn and move materials from place to place in the library
- ◆ Ability to push carts and bins loaded with library materials
- ◆ Ability to lift up to 25 lbs. on a regular basis and up to 50 lbs. occasionally

*We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. As required by law, we provide reasonable accommodation as necessary for the disabled.*