

Updated 2.2025

**Job Title:** Library Assistant II: Circulation Assistant  
**FLSA Status:** Non-Exempt  
**Job Status:** Part time – reports to Circulation Manager

**Essential Duties Required:**

- Process all transactions of library materials to and from library users pursuant to established policies and procedures as outlined in the Library Policies Handbook
- Assist library users in the general use of library services
- Process requests and received materials for Interlibrary Loan program
- Respond to reference questions
- Assist with programming and promotions of the Library
- Shelving, shelf reading and general straightening of collection
- Assist with training/mentoring library aides
- Assist with processing of incoming library materials
- Miscellaneous library duties as assigned

**Skills, Knowledge and Abilities Required:**

- Excellent interpersonal skills & the ability to communicate effectively with library users and staff
- Ability to demonstrate effective public service skills, understand public library operations, and support “library user first” practices
- Ability to follow written and oral instructions accurately
- Ability to learn Dewey Decimal system, circulation system, and library policies/procedures
- Flexible, responsible and proactive regarding schedule and duties
- Ability to work both independently and as a team member
- Basic computer skills including Microsoft Office, internet searching, and circulation software

**Qualifications:**

- High School diploma or equivalent

**Work Environment:**

- The Decorah Public Library is in a 3-level, accessible building
- Position may require long periods of standing or sitting
- Medium work requiring the lifting of books/boxes/bags of 30-40 pounds frequently
- Frequent bending, kneeling and stooping required

**The City of Decorah is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer. Position is subject to pre-employment physical exam including drug testing.**

**Note: This job description includes the primary job duties and requirements for this position. However, it is not intended to provide an exact description of all job duties and requirements. The City reserves the right to change this job description at any time.**

**The City places a high premium on its image and, as such, expects all employees to consistently behave in a manner which reflects positively upon the City of Decorah.**