



JOB POSTING
Library Assistant
Job Closing Date: April 1, 2026

Job Title: Library Assistant

Supervisor: Library Director

Pay Grade/Salary: Grade 4 - \$14.84 - \$26.63

Job Status: Full-Time/Non-Exempt

ESSENTIAL JOB FUNCTIONS:

- Assist patrons with using technology and finding materials
- Work the front desk checking out books and other materials
- Create and design brochures for library events and activity sheets for reading programs
- Organize and shelve library materials
- Perform clerical tasks such as data entry, processing and maintaining records
- Participate in library programs and community outreach
- Comply with all City policies, procedures and safety standards
- Other duties as assigned by supervisor and/or City leadership

MINIMUM QUALIFICATIONS:

- High School Graduate or GED equivalent; Associate's or bachelor's degree preferred
- Strong verbal and written communication skills
- Strong organizational skills and attention to detail
- Ability to work with a team or independently and work well with the public, colleagues and supervisor
- Ability to actively listen and communicate clearly to assist library patrons
- Previous customer service or administrative experience preferred

TECHNICAL QUALIFICATIONS:

- Proficient with computers, including Microsoft Office, Google Drive and library cataloguing systems
- General knowledge of office equipment and the ability to help patrons use computer, fax machine, copier machine and print from their phones
- Ability to create and design brochures for the library to use in advertising and library events

PHYSICAL REQUIREMENTS:

- Must be able to lift, bend and stoop to shelve books and move chairs to accommodate different library programs

WORK ENVIRONMENT

This position will work out of the Robertsdale Library located at 18301 Pennsylvania St, Robertsdale. The position will report to the Library Director and be under the direct supervision of said person. Regular work hours will be 9:00am – 5:30pm Monday through Friday, however applicant must be available to work evenings and weekends as necessary.

Applications may be picked up and must be **TURNED IN** at the Robertsdale Library 18301 Pennsylvania Street, Robertsdale, AL 36567. Applications are also available on the city website at

<http://www.robertsdale.org/content/theme/media/EmploymentApplication6-2011Editable.pdf>

Applications must be received no later than 5:30pm on the closing date listed above.

THE CITY OF ROBERTSDALE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER