



214 South Love Lovington, NM 88260 | 575.396.2884

LIBRARY ASSISTANT CLERK

Position Description

Department:	Library	Reports to (title):	Library Director
Job Code:	8810	Supervises:	N/A
Pay Grade:	DOE	Classification:	Non Exempt
Hours/week:	Schedules may vary	Effective Date:	March 26, 2015
Type of Position:	Part Time	Revised Date:	September 9, 2026

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.
- Maintain a current, insurable driver's license.

POSITION PURPOSE

The Library Assistant supports daily library operations by providing a welcoming, safe, and professional environment for all patrons.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Assists patrons and staff at the circulation desk, including check-in/check-out, renewals, and account inquiries
- Mends and repairs library materials to extend their use
- Prepares materials for circulation, including issuing patron cards and processing new items
- Shelves and organizes materials to maintain accurate, accessible collections
- Assists with processing of vertical files, telephone directories, and microfiche
- Maintains cleanliness of library areas including vacuuming, dusting, and trash removal
- Complies with all applicable federal, state, city, and departmental rules and regulations
- Performs other duties as assigned

MINIMUM MANDATORY QUALIFICATIONS

Experience:	One (1) year of direct work experience
Education:	High School Diploma or Equivalency
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	• Ability to read, write, speak, and comprehend the English language • Extremely detail-oriented with strong organizational skills • Must have basic computer proficiency and ability to operate standard office equipment • Possesses a high level of customer service skills and professionalism at all times • Ability to work flexible hours, including evenings, weekends, and holidays as needed • Ability to work both independently and as part of a team

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PREFERRED QUALIFICATIONS

Bilingual skills in English and the Spanish language

WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level may vary from low to moderate. Limited overnight travel may be required on occasion.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee will frequently be required to stand, walk, sit, bend, twist, talk, and hear. There may be prolonged periods of standing, keyboarding, and reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required include close reading, distance vision, computer screen use, and color differentiation.
Mental demands:	This position involves multiple deadlines and requires the ability to multi-task and effectively interact with a wide variety of people on various and, at times, complex issues.

DISCLAIMER: The information in this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position. Employees may be asked to perform other duties as needed.