

JOB DESCRIPTION

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205 Brueger Street, Wrangell, AK, 99929



Position	<i>Library Technician</i>	Type	<i>Temporary, Part-Time</i>
Department	<i>Library</i>	Class	<i>Non-Exempt</i>
Supervisor	<i>Library Services Director</i>	Salary	<i>8 (Temporary/Part-Time/Seasonal Employees Wage Table)</i>

Summary

The Library Technician is a temporary, part-time position that supports the Irene Ingle Public Library's summer programming and daily operations. The position primarily assists with youth summer camp activities while also providing general library support, including customer service, circulation assistance, and routine clerical tasks.

Employment is scheduled Monday through Friday, up to six (6) hours per day, for the period of May 26 through July 31.

Distinguishing Characteristics

This is a temporary entry-level classification designed to support seasonal library programming and operations. The position is distinguished by its focus on assisting with youth engagement activities and providing front-line customer service in a library setting. Work is performed under direct supervision and follows established procedures and guidelines.

Essential Duties and Responsibilities

This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

- Assist with daily summer camp programming, including activity facilitation, supervision of participants, and general program support.
- Prepare materials and assist in delivering educational, recreational, and STEM-based activities for youth.



- Provide courteous and effective customer service to library patrons in person and by phone.
- Assist with circulation functions, including checking materials in and out, shelving, and maintaining organization of library collections.
- Support library staff with program setup, cleanup, and general operational tasks.
- Assist patrons with basic technology questions and general library inquiries.
- Maintain a safe, welcoming, and organized environment for program participants and patrons.
- Perform other duties as assigned in support of library operations and programming.

Qualifications

Knowledge and Skills

- Basic understanding of customer service principles.
- General familiarity with library environments or youth programs is desirable.
- Ability to follow instructions and established procedures.
- Basic computer and technology skills.

Abilities

- Communicate effectively with children, patrons, and staff.
- Work cooperatively in a team environment.
- Demonstrate reliability, flexibility, and a positive attitude.
- Organize tasks and manage time effectively in a structured environment.
- Adapt to changing activities and program needs.

Physical Abilities

- Ability to occasionally ascend and descend stairs.
- Ability to lift and/or move up to 40 pounds.
- Ability to perform light physical tasks associated with program setup and library operations.

Education and Experience

- Must be at least seventeen (17) years of age.
- Experience working with children or youth programs is preferred but not required.



- Customer service experience is preferred but not required.
- Ability to work consistently Monday through Friday for the duration of employment.

Working Conditions

- Work is performed primarily in a library setting with occasional activity-based environments for youth programming.
- Frequent interaction with children, patrons, and staff.
- May involve moderate noise levels during program activities.

This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

