

**CHER-AE HEIGHTS INDIAN COMMUNITY
OF THE TRINIDAD RANCHERIA**
Job Description

Job Title: Library Assistant
Department: Tribal Programs Department
Supervisor: Tribal Programs Department Director
FLSA Status: FT, Non-Exempt
Prepared by: Tribal Programs Department Director, Rachel Sundberg
Approved By: CEO, Jacque Hostler-Carmesin
Approved Date: 10/05/2026

SUMMARY

Under the direct supervision of the Tribal Programs Director, the Library Assistant works directly with the Librarian, supporting library operations, patron services, and maintaining an orderly, educational, and welcoming atmosphere. The Library Assistant provides functional support to the Librarian for day to day procedures, including the organization, care, preservation, circulation, and appropriate use of library resources and materials. This position promotes and upholds Trinidad Rancheria's mission and vision within the scope of library services as a cultural anchor for tribal heritage, an educational space for language and traditions, and as a protector of Indigenous sovereignty through collection management. As needed, the Library Assistant will support the Tribal Programs Department with relevant program activities for the tribal member community and library patrons.

ESSENTIAL DUTIES

- Assist the Librarian with the organization, cataloging, care, preservation, circulation, and maintenance of Tribal Library materials and resources.
- Provide courteous and consistent patron assistance in person, by telephone, and through other appropriate communication methods.
- Assist patrons and staff in locating library materials, reference information, and available resources while maintaining appropriate privacy and confidentiality.
- Maintain accurate physical and digital collection records, circulation records, patron records, reports, and other documentation related to library operations.
- Perform circulation activities, including checking materials in and out, processing holds and reserve requests, renewals and overdue notices, and returning materials to their proper locations.
- Assist with library classification, cataloging, and collection-management activities to keep materials organized, accessible, and appropriately maintained.

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- Process books, periodicals, and other library materials according to established procedures; perform minor repair or preservation of materials and notify the Librarian when replacement or additional attention may be needed.
- Assist with maintaining library equipment and work areas in functional order and report equipment, technology, maintenance, or repair needs to the Librarian or appropriate supervisor.
- Help maintain an orderly, respectful, educational, and welcoming library environment and support patron compliance with the Library Use Policy and established library procedures.
- Assist the Librarian and Tribal Programs Department with library-based educational and cultural activities for Tribal members, library patrons, and the community.
- Follow established library procedures and priorities and coordinate day-to-day assignments with the Librarian and Tribal Programs Department Director, as appropriate.
- Communicate patron concerns, collection needs, operational issues, and other matters requiring additional review or decision-making to the Librarian or Tribal Programs Department Director.
- Support relevant Tribal Programs Department activities and projects as needed and within the scope of the position.
- Additional duties may be assigned as necessary for departmental needs.
- **Supervisory Duties:** This position does not have supervisory responsibilities.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies

- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- **Written Communication** - Writes clearly and informatively; Expresses and demonstrates professional business writing skills, Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- **Analytical:** Synthesizes complex information, collects, and researches data, designs workflows and procedures.
- **Problem Solving:** Identifies and resolves problems in a timely manner, develops alternative solutions, and works well in group situations.
- **Project Management:** Develops project plans, coordinates and completes projects on time and in budget.
- **Judgment:** Makes decisions, supports and explains reasoning for decisions, includes appropriate people in decision-making processes.
- **Planning/Organization:** Prioritizes and plans work activities, sets goals and objectives, organizes or schedules other people and their tasks.
- **Professionalism:** Approaches others in a tactful manner, treats others with respect, and follows through on commitments.
- **Adaptability:** Adapts to changes in the work environment, manages competing demands.
- **Attendance/Punctuality:** Consistently at work and on time, ensures work responsibilities are covered when absent.

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- **Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Asks for and offers help when needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Education and Experience:

- High School Diploma or GED.
- Two years clerical or library experience.
- Knowledge in the processing and circulation of library materials.
- Experience operating a computer and familiar with current software: Word, Excel, etc.

Preferred Qualifications

- Experience working with Tribes or Indigenous organizations.
- Knowledge of:
 - Principles, practices, procedures, and terminology of a library.
 - Standard procedures for processing library materials.
 - Familiarity with the operation and use of a wide variety of library equipment.
 - Basic reference sources and supplies.
 - Interpersonal skills using tact, patience and courtesy.
 - Record-keeping techniques.
 - Correct English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Perform responsible library operations and administrative work under general supervision.
- Apply library classification, cataloging, circulation, and collection-management practices.
- Use computers, library systems, office technology, and other equipment needed for current library operations.
- Maintain physical or digital collection catalog files.
- Maintain records and prepare reports.
- Communicate effectively, professionally, and respectfully, both verbally and in writing.
- Establish and maintain effective working relationships with patrons, coworkers, Tribal leadership, and community members.
- Write reports, create spreadsheets and charts, and or logs.
- Assist Librarian in presenting information and responding to questions from groups of managers, Tribal Council, Community Council, patrons, customers, and the general public.

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Other Qualifications

- Must possess a valid Driver's License and be insurable by Trinidad Rancheria Insurance Policy.
- Must pass Background Investigation
- Must pass a pre-employment drug screen.
- Must be able to travel 10% of the time.
- Indian preference for qualified applicants.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee requires dexterity of hands and fingers to operate a computer terminal and other library and office equipment; sitting or standing for extended periods of time; bending at the waist; speaking and hearing to exchange information; moderate lifting of 25lbs, or more with assistance; carrying, pushing or pulling; and reaching overhead, above the shoulders, and horizontally.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, performed indoors in an office setting.

Signature_____

Date_____