



Branch Librarian

Status	Part-Time, Non-Exempt
Hours	25–35 hours per week (schedule may include evenings and/or Saturdays)
Pay	Starting at \$12.50/hour, with potential for increase based on performance and experience
Benefits	Eligible after 90 days of employment

About the Position

Library District 1 Doniphan County is seeking a friendly, dependable, and resourceful Branch Librarian to serve as the primary staff presence at our Wathena branch location. This is an excellent opportunity for someone who enjoys wearing many hats, connecting with community members of all ages, and working both independently and as part of a small library district team.

Key Responsibilities

- Greet and assist patrons with locating materials, using library resources, and answering general reference questions
- Check materials in and out using the library's circulation system
- Maintain an organized, welcoming, and well-kept branch, including shelving, displays, and general upkeep
- Supervise youth in the library as needed, including during after-school hours and programs, ensuring a safe and positive environment
- Operate and troubleshoot basic technology, including computers, printers, copiers, and the library's online catalog and software systems
- Assist patrons with technology needs (e-books, databases, Wi-Fi, basic computer use, job applications, etc.)
- Handle day-to-day operations independently, often working alone during open hours
- Address patron concerns, conflicts, or difficult situations calmly, professionally, and in accordance with library policy
- Open and/or close the branch
- Communicate regularly with the library director regarding branch needs, incidents, and updates
- Maintain accurate records, statistics, and reports as required
- Perform other duties as assigned

Qualifications — Required

- High school diploma or equivalent
- Strong interpersonal and customer service skills; ability to work well with a diverse public
- Highly organized with good time-management and multitasking abilities
- Comfortable using computers, basic software, and willing to learn new technology and systems
- Able to work independently and use sound judgment with minimal supervision
- Calm, level-headed approach to resolving conflict or handling difficult patron interactions
- Comfortable supervising and interacting with children and teens
- Reliable transportation and dependable attendance

Qualifications — Preferred (not required)

- Previous library, customer service, or clerical experience
- Experience working with youth (schools, childcare, camps, etc.)
- Familiarity with library circulation software or willingness to be trained

Physical Requirements

- Ability to lift and carry boxes of books/materials (up to 25 lbs)
- Ability to stand, bend, reach, and shelve materials for extended periods
- Ability to sit at a computer workstation for extended periods

Work Environment

This position is based at a small, rural branch library and frequently requires working alone during open hours. The successful candidate should be comfortable being the sole staff member on-site, capable of managing the branch independently, and confident handling occasional unexpected situations without immediate backup.

Compensation & Benefits

- Starting pay: \$12.50/hour
- Opportunity for pay increases based on performance and experience
- Eligible for benefits after 90 days of continuous employment (details provided during onboarding)

How to Apply

Stop by any branch to request an application, or call 833.542.3471, ext. 2. Return the completed application to any Doniphan County Library, Attn: Theresa, or email completed application to t_root@librarydistrict1.org.

Library District 1 Doniphan County is an equal opportunity employer.