



Position Description

Job Title	Library Assistant
Department	Library
Employment Status	Full time or part time
Exempt/Non-exempt Status	Non-Exempt

Scope of Work

Under the general direction of the Public Services Manager or Materials Collection Manager, this is a clerical position that assists patrons with general information and services and performs routine tasks in support of an assigned department within the Library, according to the policies set forth by the Library Board and in alignment with the organizational vision, mission, service values, and goals.

Supervision

Received	Public Services Manager or Materials Collection Manager
Exercised	None

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change. **It is the Library's expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of all services that we provide to our patrons.**

Under the general direction of the Public Services Manager or the Materials Collection Manager, may be required to perform any of the following tasks, depending on assigned department:

Public Services:

- Provides consistent, courteous, and responsive service to all internal and external contacts, adhering to the Library's core service values.
- Assists patrons of all ages in their use of the library at the any public service desk.
- Greets patrons and assists with routine questions.

- Performs **public service** desk duties; checks materials in and out; registers new users, answers telephone, collects fines and fees and operates the cash register.
- Maintains system records including:
 - Manually changing automated records.
 - Running reports and checking shelves for items.
 - Printing and mailing notices.
 - Processing holds.
 - Processing transits
- Directs Lead Page/Shelver and assists them with projects or problems.
- Performs general troubleshooting of interior and exterior returns.
- Performs clerical tasks as needed.
- Assists with special projects as needed.

Materials Collection Services:

- Performs tasks related to interlibrary loan (ILL)
 - Places ILL requests through WISCAT.
 - Receives and responds to ILL requests from other libraries.
 - Contacts patrons regarding their ILL requests.
 - Maintains transaction records and statistics.
 - Processes incoming and outgoing ILL materials.
 - Handles overdue notices and bills for ILL materials.
- Performs microfilm obituary searching for patrons.
- Opens, sorts and distributes the Library's daily mail.
- Delivers new materials to the **Public Services** Department for check-in.
- Assists the **Public Services** Department with transit items as needed.
- Creates, modifies and deletes item records and serial holding records.
- Types labels for materials.
- Checks-in, processes, displays, and routes periodicals.
- Maintains addition and withdrawal statistics.
- Repairs and re-labels books and AV packaging.
- Cleans AV discs and replaces damaged AV cases.
- Corresponds with publishers and vendors.
- Assists with annual periodical weeding.
- Prepares books to be sent to the bindery and processes them upon return.
- Processes all types of library materials.
- **Documents procedures and updates job manuals.**
- Monitors supply usage.
- Assists with special projects as needed.
- Performs on-the-job training to other employees.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school or GED equivalent, plus at least 2 years of library experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • The use of general office equipment including computers and relevant software. • General library methods and procedures.
Ability to	<ul style="list-style-type: none"> • Work independently with minimal supervision. • Understand and follow directions. • Multitask and prioritize workload. • Establish and maintain effective working relationships with supervisors, coworkers and the general public.
Skill in	<ul style="list-style-type: none"> • Listening, oral and written communications. • Public relations.

Necessary Special Requirements

None

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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to bend, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.