

Hortonville Public Library

Position Description: Library Assistant

Responsibilities:

The Library Assistant is responsible for performing day-to-day tasks related to outstanding customer service, circulation, collection maintenance, and light housekeeping. The Library Assistant position may be expected to lead programming when requested by the Library Director. Additionally, the Library Assistant may take on tasks related to marketing and public relations, as well as tasks requiring an understanding of technology.

Duties:

1. Performs circulation desk procedures, such as checking materials in and out, registering patrons, collecting fines, placing holds, checking and filling notices, etc.
2. Checks in and processes deliveries.
3. Shelves library materials.
4. Organizes shelves regularly.
5. Empties book return bins, and processes return materials.
6. Processes, withdraws, repairs, or reconditions library materials.
7. Adds magazines to the holdings record after procedural training.
8. Adds items to the ILS which have been approved by the Library Director; processes and shelves these items.
9. Proposes suggestions to the Library Director regarding items to purchase for the collection, and assists in assessing donation items.
10. Plans and assists with rotating library displays and designation of rotating themes.
11. May assist with program planning and implementation as requested by the Library Director.
12. Assists patrons with the use of the online catalog.
13. Addresses reader's advisory and reference questions, and/or refers patron to appropriate personnel.
14. May assist patrons with digital devices and/or directs patrons to alternate assistance options.
15. Performs light housekeeping tasks.
16. May perform tasks related to marketing and/or public relations.
17. Performs other related work as requested by the Library Director.

Knowledge and Abilities:

1. Ability to learn pertinent computer skills and to effectively use them to perform assigned duties.
2. Ability to use computer software and adapt to changes in technology.
3. Ability to learn and use the OWLSnet automation system.
4. Ability to maintain confidentiality of library patron information under WI statute Chapter 43.54.
5. Ability to operate library equipment properly, which includes knowledge of databases and search methods.
6. Ability to work independently and with other employees, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
7. Ability to travel to meetings outside the library.
8. Demonstrates a willingness to maintain skills through continuing education activities.
9. Demonstrates a proficient knowledge of English grammar and spelling.
10. Demonstrates or develops a working knowledge of library methods and procedures.

Physical Demands:

1. Ability to work in confined spaces, mainly down aisles.
2. Bending/twisting and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. Keyboarding, writing, filing, sorting, shelving, and processing.
5. Lifting and carrying: 20-50 pounds.
6. Pushing and pulling: objects weighing 200 or more pounds on wheels.
7. Sitting, standing, walking, climbing, stooping, kneeling, and crouching.
8. Ability to speak and hear for the use of the telephone.

Mental Requirements:

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions effectively from supervisor, verbally and in written form.
3. Ability to interpret technical regulations and instructions.
4. Communication skills: effectively communicate ideas and information both in written and verbal form.
5. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator.
6. Reading Ability: effectively read and understand information contained in various document forms.
7. Time Management: set priorities in order to meet assignment deadlines.

Environmental Working Conditions:

1. Flexible working hours; frequent evening and weekend hours.
2. Indoors and outside work.

Equipment Used:

1. Audiovisual equipment, book cart, calculator, cash box, copy machine, fax machine, staff computers, library automation system, telephone.

Education and Experience:

1. High school diploma or equivalent preferred, as demonstrated by prior work experience or documented accomplishments.
2. Keyboarding experience required and customer service experience preferred.
3. Knowledge of computers, Microsoft Office, Windows, information resources including the Internet, and digital devices preferred.
4. Some previous library work experience preferred.

Reviewed: June 5, 2018
Approved: June 5, 2018