

Job Description: **Library Assistant**
Department: Library
Reports to: Library Director

Purpose of Classification

The purpose of positions in this classification is to perform circulation, materials preparation, patron assistance and clerical duties. The work is performed under the supervision of the Library Director.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- When opening: unlocks doors; turn on lights; log into computers; looks for and finds requested items.
- Performs circulation desk duties: checks materials in and out; empties book returns; finds requested items for hold alerts; registers customers and issues cards; answers customer questions; reserves materials; answers telephone; records circulation statistics; receives and records fine payments.
- Prepares materials for circulation: applies labels and covers; attaches bar codes; shelves materials.
- Instructs/assists customers in finding materials; operating library equipment such as computer, printers, photocopier, fax.
- Enters customer information into database; assigns barcode, attach to library card.
- Verifies that overdue items are not on shelves; mails overdue notices; writes final notice letter; and does referral to Police Department.
- Repairs materials. Stamps and discards destroyed/dated materials.
- Sets up displays and updates bulletin boards.
- Assists with story hour and other events. Prepares craft activity as needed.
- Plans and is in charge of craft program for children during summer library program.
- Receives donation of materials.
- Files registration cards; publisher's catalogs; pamphlets and other materials.
- Straightens chairs and tables.
- Reserves meeting room for groups.
- Supervises and directs volunteers.
- Checks and secures building at closing.
- Assists with training of new employees.
- Supervises unattended children.

- Sets up display of tax forms and maintains inventory.
- Performs routine equipment maintenance such as replenishing paper supplies; changing toner; replacing printer cartridges; and clearing paper jams.
- Writes news articles regarding library activities and new acquisitions and submits electronically to area newspapers.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Shelves materials.
- Reads and straighten shelves.
- Verifies library customer information.
- Keeps track of magazine subscriptions and renewal notices.
- Updates library's web site.
- Updates virus scans on computers.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent, six months prior responsible work experience dealing with the public, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to compile; assemble; copy; record and/or transcribe data and information according to a prescribed plan.
- Requires the ability to explain; demonstrate and clarify to others within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.
- Requires the ability to utilize a variety of advisory data and information such as shipping invoices; overdue notices; circulation policies/procedures; card catalog; reference materials; schedules; computer software operating manuals; equipment operating manuals; guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with library customers; Library Director; other employees; volunteers; and civic groups.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication, and division.

Judgment and Situational Reasoning Ability

- Requires the ability to carry out instructions furnished in written, oral or diagram form. Involves semi-routine standardized work, with some latitude for independent judgment regarding choices of action.
- Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which may be subject to frequent change.

Physical Requirements

- Requires the ability to operate a variety of office and library equipment such as computer terminal and printer; typewriter; telephone; fax machine; calculator/adding machine; book carts; and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movement such as typing.
- Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.
- Requires the ability to recognize and identify individual characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Tasks are regularly performed in safe and comfortable surroundings without exposure to adverse environmental conditions.
- The Village of Johnson Creek is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approved February 16, 2005
Johnson Creek Public Library Board of Trustees

Employee's Signature

Supervisor's Signature

Date

Date