Poynette Area Public Library

Library Assistant I

Part-time Hourly Position

**General Statement of Duties:** Under immediate or general supervision, performs routine clerical duties and related work as required.

**Reports to:** 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.**

* Does routine circulation desk procedures.
* Helps patrons locate materials in the library.
* Shelves library materials and “reads” shelves.
* Answers telephone within the library’s stated goal of three rings.
* Calls patrons on items held at desk.
* Helps patrons with copying and faxing needs.
* Helps patrons with library computers, personal devices, and Overdrive.
* Assists with programs and displays.
* Answers reference questions.
* Attends staff meetings and participates in planning and policy discussions.
* Maintains skills in above-mentioned areas through active participation in appropriate continuing education activities.
* Consistently presents the Poynette Area Public Library and its services in a positive manner and adheres to customer service guidelines and procedures as established by the Library.
* Complies with the established rules of operation, procedures, and policies when using library computers, peripheral hardware, and software. Individual passwords and any other confidential information regarding library records shall be kept confidential.
* Provides excellent customer service to internal and external customers.
* Provides information and recommendations to the Library Director that can be used for materials selection.
* Picks up the mail from the Post Office.
* Other activities as directed by the Library Director, including book processing, materials searching, etc.

**Physical Requirements of the Position:**

* Ability to stoop, kneel, crouch, climb and balance in order to shelve books.
* Sitting, standing, walking, kneeling, climbing, and stooping.
* Bending/twisting and reaching.
* Talking and hearing: use of the telephone.
* Far vision at 20 feet or further; near vision at 20 inches or less (with correction).
* Lifting and carrying: 50 pounds or less.
* Handling: processing, picking up and shelving books.
* Fingering: keyboarding, writing, filing, sorting, shelving, and processing library materials.
* Pushing and pulling: objects weighing 60-80 pounds on wheels.

**Mental Requirements of the Position:**

**Supervisory Skills**

* Ability to work cooperatively with library staff, and volunteers.

**Mathematical Skills**

* Ability to add, subtract, multiply, divide, and calculate decimals and percents.

**Language Ability and Interpersonal Communication**

* Ability to comprehend and interpret a variety of documents.
* Ability to record and deliver information, explain procedures, and follow instructions.
* Ability to use and interpret library science terminology, including automation.
* Ability to communicate effectively with library staff, library users, children, volunteers, and the general public.
* Knowledge of grammar and spelling.
* Ability to manage and work with others in a team-oriented environment.

**Judgment and Situational Reasoning**

* Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form.
* Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.
* Independent judgment in order to set priorities and work independently.

**Other**

* Concentrates on a task despite frequent distractions.

**Equipment Used:**

* Personal computer and software programs (including printers), calculator, photocopier, scanner, fax machine, telephone, book carts, hand trucks, and audio-visual equipment.

Environment / Working Conditions:

* Ability to work effectively in a library environment.
* Ability to work flexible hours, including evening and weekend hours.
* Position may require out of town travel with own reliable transportation.
* Is subject to frequent interruptions.
* Is subject to work beyond normal working hours, evenings, weekends, and holidays when necessary.
* Attends and participates in continuing educational programs designed to keep one aware of changes in the profession.
* Moves intermittently during working hours.

Education and Experience:

* High School diploma with college course work or degree preferred and the ability to work creatively, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

**Other Testing / Licensing Required:**

* A criminal background check is required.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and acknowledge that I am able to comply with the aforementioned rules, duties, and responsibilities.

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 Signature of employee Date

Revised 02-22-2018