

Job title: Reference Library Assistant

Budget of 12 hours per week. Will include some nights and at least one Saturday per month.

BASIC FUNCTIONS

Under the supervision of the Library Director and general supervision, works with library patrons directly or indirectly. Has some decision-making responsibilities.

1. Performs circulation desk procedures, such as all opening and closing procedures, checking in and checking out materials, registering patrons and collecting fines; answering the phone; signing up patrons for various activities; locating materials for patrons.
2. Gives reference and reader's advisory service; other patron assistance such as community information.
3. Plans special interest displays and routine publicity.
4. Assists with interlibrary loan requests: gathers and sends out items from holds list; checks in deliveries of loan materials, sends books back, is familiar with WISCAT.
5. Assists patrons with Internet and computer software, faxing, copying, scanning.
6. Does data entry and filing.
7. Assists with inventory.
8. Shelves collection; reads shelves to keep materials in proper order.
9. Assists with weeding.
10. Orders, Catalogs, Processes, withdraws, repairs library materials.
11. Helps suggest and plans library services and programs.
12. Provides information and recommendations that can be used for materials selection.
13. Assists in the updating of library procedures; assists with collecting and organizing statistics.
14. Assists patrons in the mechanical operations of library equipment.
15. Assists patrons with obtaining information from the Historical Room.

SPECIFIC FUNCTIONS

1. Assists Library Director with historical records request and scanning of historical records, as time allows.
2. Provide answers to reference questions via in person at the library, by phone, chat, and/or email. Conduct reference interviews as necessary.
3. Assist Library Director in the development and maintenance of the library's website and social media platforms.

KNOWLEDGE AND ABILITIES:

1. General knowledge of library operations, services, and materials.
2. Ability to communicate effectively with staff and public and maintain effective public relations.
3. Ability to operate library machines properly and use computer software and manage computerized files.
4. Ability to follow directions.
5. Ability to maintain confidentiality of library and patron information.
6. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.

Job title: Reference Library Assistant

7. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisor.
8. Mobility: travel to appropriate continuing education activities or meetings outside the library as needed to maintain skills in above-mentioned areas.
9. Working knowledge of English grammar and spelling, library methods, and procedures.

PHYSICAL DEMANDS OF POSITION:

1. Sitting, standing, walking, climbing, and stooping, kneeling, and crouching.
2. Bending, twisting, and reaching.
3. Talking and hearing, use of the telephone.
4. Far vision of 20 feet or further, near vision of 20 inches or less. With correction if needed.
5. Lifting, carrying 30 pounds or less.
6. Handling: processing, picking up, and shelving books.
7. Some pushing and pulling.

MENTAL REQUIREMENTS

1. Communication skills: effectively communicate ideas and information both in written and oral form.
2. Reading ability: effectively read and understand information contained in reports and bulletins, etc.
3. Ability to comprehend and follow instructions in verbal and written form.
4. Decision-making: evaluate or make independent decisions based upon experience, knowledge, or training, without supervision.
5. Mathematical ability: calculate basic arithmetic problems with or without a calculator.
6. Time management: set priorities to meet own deadlines.

EQUIPMENT USED

Library automation system, calculator, copy machine, computer terminals and printers, fax machine, scanner, telephone, audio-visual equipment, various other library equipment, software programs, and Internet.

EDUCATION EXPERIENCE:

1. High school diploma or equivalent. Additional coursework is a plus.
2. General office experience.
3. Two or more years of experience working with the public.
4. Some previous library experience or equivalent.
5. Previous experience working with children in an educational setting or equivalent.

Approved date: 2022