

Mazomanie Free Library –

Position Description: Library Assistant

Reports to: Library Director

Position: Part-time **Hours:** 20 hrs per week

Nature of Work: This position assists in the general direction of activities of the library. Work involves assisting the Library Director in planning and coordinating activities and personnel, as well as overseeing all aspects of the circulation desk.

Essential Functions: The job functions listed herein are neither exclusive nor exhaustive but are intended to be illustrative of the types of duties and tasks the employee will likely be expected to perform on a regular basis.

- Opens and closes the library.
- Works the circulation desk.
- Supervises part-time library aides and shelvers and trains them in all aspects of circulation duties.
- Processes new materials.
- Assists with basic cataloging of materials.
- Handles lost/damaged materials and repairs damaged items.
- Trains part-time staff in operation of library machines (copier, printers, etc.).
- Shelves materials, shelf-reads and shifts collections when needed.
- Maintains periodicals collection.
- Assists patrons in the use of the Internet, online public catalog, databases, Overdrive and with personal computer devices.
- Provides patrons with basic Reader Advisory service; refers Reference questions to Library Director.
- Assists with preparation and facilitation of library programs.
- Coordinates ordering of library supplies.
- Provides administrative support to the Library Director.
- Assists in preparing reports and statistics.
- Provides administrative support to the Friends of the Library.
- Performs all other duties as assigned.

Essential Training and Experience:

Must have, at minimum, two years college level coursework plus work experience (paid or volunteer) in a public library setting. Strong customer service and organizational skills a must.

Qualifications – essential knowledge and abilities:

- Ability to understand library procedures and policies and apply them to operations.
- Ability to communicate positively and effectively with staff, the public and volunteers.
- Computer knowledge, including email, Internet and Web searching, is essential.
- Willingness to maintain/improve skills in above areas by participating in continuing education.
- Excellent level of English oral and written skills.

Physical Requirements of the Position:

- Sitting, standing, walking, kneeling, climbing, stooping, bending, twisting and reaching.
- Lifting and carrying 30 lbs. or less and handling, picking up and shelving library materials.
- Keyboarding, writing, filing, sorting.
- Pushing and pulling objects weighing 30-150 lbs. on wheels.

Mental Requirements of the Position:

- Communication skills: effectively communicate ideas and information in oral and written form.
- Problem solving skills: develop feasible solutions to problems; refer to supervisor when necessary.
- Reading ability: effectively read and understand information in memoranda, reports, manuals, etc.
- Ability to comprehend and follow instructions from supervisor, verbally or in written form.
- Mathematical ability: calculate basic arithmetic problems without using a calculator.
- Ability to sort and file using alpha-numeric system. (Dewey Decimal System)
- Creative decision-making: to evaluate or make independent decisions based on experience, knowledge or training without supervision.

Environmental Working Conditions: Inside work; some flexibility with work hours, regular weekday, early evening and Saturday morning hours.

Equipment Used: Computer, keyboard, monitor, printer, receipt printer, laser scanner, copier, telephone, answering machine, computer software and CD-Rom products.

Wages and Benefits: Set annually by the Library Board.