

Ted & Grace Bachhuber Memorial Library
LIBRARY ASSISTANT I – PUBLIC SERVICES
CIRCULATION CLERK
Job Description

Typical Responsibilities of Position

Under immediate supervision, performs clerical and other library work as required, serves patrons directly or indirectly. Reports directly to the Circulation Supervisor/Cataloguer.

General Essential Library Assistant Functions:

1. Performs circulation desk procedures such as checking materials in and out, answering phones, registering patrons, collecting fines; emptying book drop, etc.
2. Answers directional questions, assists patron with ready-reference questions, readers' advisory, bibliographic instruction, and database searching when possible, and placing interlibrary loan requests, or refers patron to librarian or library director.
3. Assists patrons with various library equipment (public computers, printers, OPAC, microfilm machine, etc.).
4. Conducts bibliographic and database searches; updates item records.
5. May help with the maintenance of library materials and/or equipment.
6. Assists with library programs and displays.
7. Performs light housekeeping.
8. Performs opening and/or closing library procedures.
9. Shelves library material and reads shelves when library page is not available.
10. Performs other related work as assigned.

Required Knowledge and Abilities

General knowledge of library procedures, methods, practices, equipment, and techniques; general knowledge and interest in books; general knowledge of library circulation functions; basic knowledge of office procedures and records maintenance.

General knowledge of common technology; ability to do basic internet searches; ability and interest in learning new computer software and technology. Ability to use computers, telephone, copiers, microfilm reader and other library equipment.

Ability to work independently or as part of a team; ability to interact with diverse populations; ability to establish and maintain effective working relationships with associates and the public; ability to communicate effectively in person, over the telephone, in writing, and online. Ability to organize and prioritize work.

Ability to understand library policies and procedures and apply them to library operations; ability to perform work requiring considerable detail; ability to make basic mathematical computations using numbers, fractions, and decimals; ability to respond to varied/changing work demands and make decisions; ability to understand and follow copyright requirements; ability to read, understand, apply, and communicate information contained in memoranda, reports and bulletins, etc.

Environmental/Working Conditions:

This work is mostly indoor, though rarely work may be outdoors (e.g., during special programming or events); work is mostly afternoon and evenings, and weekends are required (weekends on a rotating basis); work is in a moderately noisy location (business office, light traffic, etc.).

Physical Demands of the Position

1. Ability to work in confined spaces.
2. Ability to bend, twist, and reach high and low.
3. Good distance vision at 20 feet or further and near vision at 20 inches or less.
4. Ability to use wrists, hands, and fingers for long periods to do following activities: Keyboarding, writing, filing, sorting, shelving, and processing.
5. Ability to handle materials for processing, picking up, and shelving.
6. Ability to lift and carry 50 pounds or less; ability to push and pull a full book cart.
7. Ability to sit, stand, walk, climb, stoop, kneel and crouch.
8. Speaking and hearing abilities in order to hear and speak to patrons in person and over the telephone.
9. Ability to work at a computer for extended periods.
10. Ability to visually inspect and analyze both computer images as well as physical objects in order to answer patron reference questions.

Equipment Used

Equipment used include the following: Audiovisual equipment, book truck, calculator, cash drawer, computer workstation, copy machine, fax machine, library automation system, microfilm reader/printer, OPAC terminal, printers, cameras, cell phones, tablets, telephone.

Required Education and Experience:

- A high school diploma or equivalent.
- Must have a valid Wisconsin driver's license.
- Experience using computers, smart phones, and other devices.
- Experience using word-processing software and a familiarity with computer software suites (Microsoft Office Suite and/or Google Suite).

Desired Education and Experience:

- An associate's/technical degree or equivalent, as demonstrated by prior work experience or documented accomplishments.
- Customer service experience.
- Library experience.
- Extensive experience using Microsoft Word, Outlook, Excel, and Google products.
- Experience using library products such as Libby, Hoopla, databases, etc.

Mandatory Requirements:

1. Background check
2. Drug test