

LIBRARY ASSISTANT 1 POSITION DESCRIPTION

COLUMBUS PUBLIC LIBRARY, COLUMBUS WI

NATURE OF THE JOB

The Library Assistant 1 performs professional library activities requiring knowledge in all areas of public library service. This position focuses on providing a high level of customer service and technology support to patrons. Travel related to community engagement and professional development may be required.

- ✓ Reports to the Library Director
- ✓ Part-time on a variable schedule, including some evenings and weekends.

RESPONSIBILITIES

1. Works well with people from a wide range of ages and interests.
2. Performs circulation desk procedures, such as checking materials in and out including interlibrary loans, registering patrons, collecting fines, printing reports, etc.
3. Collects and reports statistics.
4. Participates as an active and involved team member of the library.
5. Requests interlibrary loan materials.
6. Assists patrons with ready-reference and routine reader's advisory service.
7. Processes, withdraws, repairs, or reconditions library materials.
8. Shelves library materials and reads shelves as needed.
9. Sorts and routes mail.
10. Empties materials from outdoor book drop.
11. Assists patrons with technology in the library including copying, faxing, using library computers, scanning documents, wireless printing, and accessing microfilm.
12. Demonstrates how to navigate online library services and databases.
13. Provides information and recommendations that can be used for materials selection.
14. Performs light housekeeping.
15. Abides by library policies.
16. Accepts other duties as assigned by the Library Director.

KNOWLEDGE AND ABILITIES

1. Ability to interact well with a diverse population.
2. Knowledge and experience with contemporary technology.
3. Ability to maintain and promote a positive public service attitude.
4. Ability to maintain confidentiality of library patron information.
5. Ability to perform the following skills:
 - a. Analytical skills: identify alternative courses of action before selecting one.
 - b. Problem solving skills: develop solutions to problems with a recommended course of action.
 - c. Organization skills: accomplishes tasks with attention to detail.
 - d. Communication skills: communicate effectively and transparently in both oral and written forms.

- e. Reading ability: effectively read and understand information contained in memoranda, reports, bulletins, budgets, etc.
 - f. Independent thinking ability: decision making without direct supervision.
 - g. Mathematical ability: understanding of basic mathematics and statistics.
 - h. Time management skills: ability to set priorities to meet assigned deadlines; ability to balance many demands and maintain a positive public service attitude.
 - i. Instruction comprehension: ability to understand instructions from supervisor in both oral and written forms.
6. Physical demands:
- a. Sitting, standing, walking, climbing and stooping.
 - b. Bending, twisting and reaching.
 - c. Talking and hearing; use of a telephone.
 - d. Fingering: keyboarding, writing, filing, and sorting.
 - e. Lifting, carrying: 30 pounds or less.
 - f. Pushing, pulling: objects weighing 60-80 pounds on wheels.
 - g. Mobility: travel to meetings outside the library.

QUALIFICATIONS

- 1. High school diploma or equivalent.
- 2. Higher education preferred.
- 3. Previous library or customer service preferred.

I have reviewed and received a copy of this job description.

Director

Date

Employee

Date