



**DODGEVILLE PUBLIC LIBRARY
DRAFT ASSOCIATE LIBRARIAN: CIRCULATION SERVICES
POSITION DESCRIPTION**

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

GENERAL PURPOSE: Performs paraprofessional work serving library patrons directly or indirectly. Has oversight and decision-making responsibilities. Responsible for customer service and directs workflow to provide access to library materials in a timely fashion.

LINES OF SUPERVISION: This position is supervised by the Library Director. This position may act as staff-in-charge and may oversee staff at times, but does not directly supervise other staff.

POSITION CLASSIFICATION: Non-exempt (hourly)

EXAMPLES OF WORK PERFORMED:

1. Assists with all duties listed in the Library Assistant position as needed.
2. Assists in interviewing, screening, training, and directing the workflow of Library Assistants, Library Clerks, Library Aides, and Library Shelves.
3. Maintains, updates, and deletes patron records and files on a regular basis.
4. Oversees holds, intralibrary loan materials, SWLS deliveries, and overdue notices on a daily basis.
5. Monitors and recommends changes in circulation procedures to improve service to library patrons and informs/retrains staff.
6. Creates and maintains procedures manuals for the purposes of training and as a reference for tasks that are infrequently performed. Includes information on databased provided by the library.
7. Maintains an adequate supply of general library brochures, applications, patron cards, and other forms associated with patron registration and routine circulation desk activities.
8. Works with Technology and Technical Services Associate Librarian to assist with technical services tasks as needed.
9. Works with Director and Youth Services Associate Librarian to assist with collection development tasks as needed.
10. Assumes an active role in the selection, evaluation, and transition to a new integrated library system as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to direct the work of others.
2. Ability to effectively present information and respond to questions from patrons.
3. Ability to maintain patron and staff confidentiality.
4. Ability to follow detailed instructions.
5. Ability to gather statistics, analyze information, and write reports.
6. Ability to understand library policies and procedures and apply them to library operations.
7. Ability to use computer software and peripherals and manage digital files.
8. Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
9. Advanced knowledge of library operations, services, and materials.
10. Mobility: ability to travel to meetings and trainings outside the library.
11. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors.

12. Effective oral and written communication skills.
13. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
14. Working knowledge of English grammar and spelling.
15. Ability to operate office equipment such as photocopiers and printers including scanning and faxing.
16. Ability to sort efficiently in alphabetic and numeric order, particularly with regard to decimal numbers.
17. Ability to perform moderately heavy physical work.
18. Positive attitude.
19. Ability to learn new technology and effectively use it to perform assigned duties.
20. Keyboarding and filing ability.

TOOLS AND EQUIPMENT USED

1. Computer equipment, including keyboard, mouse, USB drives, printers, and scanners.
2. Computer software, including Microsoft Office products, online word processing platforms (such as Google Suite), and other web-based systems.
3. Multi-function printer(s) including scanning, faxing, and copying.
4. Barcode scanners.
5. Processing and mending tools.
6. Book trucks for transporting materials.
7. Disc cleaning machines.
8. New technology as it emerges.

EXPERIENCE AND QUALIFICATIONS

1. High school diploma or equivalent
2. Comprehensive experience in circulation services; previous library experiences is required.
3. The completion of at least one year of study at an institution of higher learning is desirable.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Ability to work in small spaces.
2. Ability to bend, twist, and reach.
3. Far vision at 20 feet or further; near vision at 20 inches or less with corrective lenses as needed.
4. Finger work: keyboarding, writing, filing, sorting, shelving, and processing.
5. Handling: processing, picking up, grasping, and shelving materials.
6. Lifting and carrying: 40 pounds or less.
7. Pushing and pulling: objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing, stooping, kneeling, and crouching.
9. Talking and hearing; use of telephone and ability to hear standard conversation.
10. Mobility: travel to meetings and trainings outside of the library.

MENTAL REQUIREMENTS

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor and/or staff-in-charge, verbally and in written form.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Ability to work with interruptions.

6. Analytical Skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
7. Communication skills: effectively communicate ideas and information both in written and verbal form.
8. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge, or training, without supervision.
9. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without aid of a calculator.
10. Planning and Organizing Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
11. Reading ability: effectively read and understand information contained in memos, procedures manuals, emails, reports, etc.
12. Time management: set priorities in order to complete daily tasks and meet special assignment deadlines.

ENVIRONMENTAL/WORKING CONDITIONS

1. Flexible work hours; with some evening and weekend hours.
2. Mainly indoor work environment with occasional outdoor work to support library programming needs.
3. Exposure to dust.
4. Potential for exposure to mold, mildew, or other potential allergens.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check. Job-related tests may be required.