



### POSITION DESCRIPTION

<b>Title:</b>	Circulation Assistant	<b>Department(s):</b>	Library
<b>Reports to:</b>	Assistant Library Director	<b>Location:</b>	Whitewater Public Library
<b>FLSA:</b>	Non-exempt	<b>Pay Grade:</b>	Salary Resolution
<b>Shift:</b>	Various	<b>Status:</b>	Part-Time
<b>Bargaining Unit:</b>	None	<b>Date:</b>	July 31, 2025

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### **JOB SUMMARY**

This position is responsible for performing a variety of library-specific clerical tasks to facilitate the use of the library's materials and services by patrons from the library's service populations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.*

- Check-in, organize, and shelf returned library materials.
- Locate and fulfill patron holds.
- Process requests for materials from consortium libraries, to include pulling materials from the collection and processing requests through the database.
- Sort and pack items for delivery.
- Keep materials in the correct sequence.
- Re-shelve out of place library materials.
- Maintain neatness on shelves and in public and staff work areas, including, but not limited to items found on floors, tables, and display areas.
- Shift books and other library materials when necessary.
- Inventory collection and read shelves.
- Perform other related duties as assigned.
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### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- May assist with children's activities and programs on a limited basis.
- Other related duties as assigned.

### **PERFORMANCE STANDARDS**

- Actively support the Library's mission;
- Maintain patron confidentiality and library rights;
- Adhere to the City of Whitewater Employee Manual;
- Adhere to the American Library Association's Library Bill of Rights, Code of Ethics, Freedom to Read Statement and Freedom to View Statement;
- Convey a courteous and professional attitude;

- Maintain contemporary knowledge of library practices;
- Foster and maintain positive public relations for the Library within the community.

### **SUPERVISION RECEIVED AND/OR EXERCISED**

- Work under general supervision of Assistant Library Director, or, (in absence of Assistant Library Director) Library Director, or, (in absence of both Assistant Library Director and Library Director) Youth Educational Services Librarian or Programming & Makerspace Librarian, however, perform recurring job duties independently.
- No formal supervisory responsibilities.

### **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Education and/or Experience**

- High school graduate or equivalent.
- Basic computer skills required. Successful completion of computer competency test will determine if this requirement is met.
- One (1) year of library, clerical or customer relations experience preferred.

#### **Language Skills**

- Ability to communicate orally and in writing in English.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

#### **Mathematical Skills**

- Ability to perform cashier duties accurately.

#### **Reasoning Ability**

- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of administrative services, perform duties with a minimum of supervision.

#### **Other Qualifications**

- Proficiency in typing, electronic data processing and a working knowledge of modern office practices and procedures.
- Ability to work effectively in cooperation with fellow employees as a member of the staff team.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.
- Broad-based familiarity with authors/subjects desirable.

#### **Physical Demands**

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

- The employee must be able to identify materials and locate them in the library.
- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, Integrated automated library computer system, microfilm equipment, audio and video equipment and/or materials used in performing essential functions.
- Ability to operate various pieces of office equipment.
- The employee is required to perform sedentary to light work, primarily in the handling and moving of physical materials
- Stamina, for example, to stand for prolonged periods up to eight hours in a shift.

## WORK ENVIRONMENT

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The noise level in the work environment is moderately quiet.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.

The City of Whitewater is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above 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.
- The job 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 job change.

Employee Acknowledgment: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Department Head Date

\_\_\_\_\_  
Human Resources Date

\_\_\_\_\_  
City Manager Date