

CITY OF PRAIRIE DU CHIEN POSITION DESCRIPTION

DATE: 7/10/18

POSITION: Library Assistant

WRITTEN BY:

APPROVED BY: Library Board
7/10/18

INCUMBENT:

REPORTS TO: Library Director

EMPLOYEE STATUS: Full-time

COMPENSATION LEVEL: \$12.50
Benefits

REGULAR WORK HOURS: 8:30 – 5:00 with occasional evenings and weekends as scheduled

POSITION SUMMARY: Full-time position performing clerical and technical support duties in public library

DUTIES & RESPONSIBILITIES:

Responsible for the receipt of new materials, processing for patron use, and performing automated system cataloging.

Uses the automation system to produce reports for statistics, weeding and other purposes. Assists patrons in locating books and information, and in using online public access catalogs, e-services and webstations.

Performs basic PC/peripheral troubleshooting.

Assists in recommending selection of and deselection of materials.

Checks in and checks out materials, collects fines and performs circulation desk procedures.

Performs basic accounting for cash receipts and bank deposits.

May be tasked with planning, scheduling, and providing library programming, including the Summer Reading program. All staff are required to be involved in the Summer Reading Program.

Keeps inventory of office and library supplies, and reports items that need to be ordered.

Shelves library materials, reads shelves, and straightens shelves.

Opens and closes library; provides library services without assistance when scheduled.

Creates letters, lists, and signs using word processing programs.

Assists with training and supervision of library pages and volunteers.

Receives training on basic director duties, i.e., bill preparation, timesheet recording, etc., to stand as interim during director absences.

Performs other related duties as may be required by the director.

QUALIFICATIONS: High school diploma or GED. Good writing and speaking skills. Ability to communicate and exhibit respect and sensitivity with people of all ages in patron service

desk capacity and with other staff. Ability to maintain confidentiality of patron and staff information and records. Working knowledge of the Dewey Decimal System and ability to sort and shelve all library materials. Able to perform cash handling functions accurately. Working knowledge of Windows PC operating system, Word or similar word processing software, and the ability to instruct patrons one on one in the basics of those products. At least two years of previous work experience, preferably customer service. Knowledge of a library automation system. Ability to do accurate, detailed work. Ability to remain calm under demanding circumstances. Ability to lift at least 50 pounds, stand for extended periods, and frequently walk, kneel, stoop, bend and reach overhead, as well as repeatedly lift and handle library materials weighing up to five pounds.

EXPERIENCE PREFERRED: Four-year degree, previous library work experience, particularly circulation and customer service; Windows computer operating system familiarity and basic PC troubleshooting, Microsoft Office familiarity with applications other than Word, and Internet search experience.