

**CITY OF PRAIRIE DU CHIEN
POSITION DESCRIPTION**

DATE: 8/7/18

POSITION: Library Technician

WRITTEN BY:

INCUMBENT:

APPROVED BY: Library Board

REPORTS TO: Library Director

EMPLOYEE STATUS:

COMPENSATION: \$11.00 per hour
\$11.50 after
probationary period

REGULAR WORK HOURS: Flexible hours, average 18-20 hours per week; schedule at the Director's discretion, usually during the Library's work hours which include evenings and Saturdays.

POSITION SUMMARY: Part-time position performing clerical, technical support and other duties in a public library.

DUTIES & RESPONSIBILITIES:

Provide excellent customer service to all patrons in the public library.

Check in and check out materials, collect fines and perform circulation desk procedures.

Shelve, straighten and read shelves or monitor library pages and volunteers in shelving and straightening library materials, and reading shelves.

Assist patrons in locating books and information, and in using online public access catalogs and public access computers, tablets and smartphones as well as other general equipment.

Assist patrons with Wisconsin room equipment and materials.

Open and close library; provide library services without assistance when scheduled.

Provide support for other library staff as required.

Create letters, lists, and signs and other documents using library software and programs.

Make recommendations for selection and deselection of materials.

Perform other related duties as may be required by the librarian.

SPECIAL DUTIES & RESPONSIBILITIES THAT MAY BE ASSIGNED:

Provide support as required for all levels of programming.

Assist Director in library promotion and maintaining online information and social media.

Perform processing of deselected materials for sale or other disposal or monitor library pages and volunteers doing such processing.

Perform copy cataloging and processing services for the library collection.

Maintain the automated system overdues report; mail overdue notices and monitor material returns and losses, which may include contacting patrons via phone or letter concerning overdues, fines and lost items.

Maintain, prepare and monitor rotating and traveling collections, and individual deliveries when needed.

Monitor periodical collections and use.

Maintain and update physical and online list of genealogical and local history materials.

(Staff are cross-trained on all duties, and will be assigned or have duties changed according to the needs of the library.)

QUALIFICATIONS: Skill at communicating with people of all ages in patron service desk capacity and with other staff, with respect and consideration. Ability to engage with children and caregivers. Ability to perform as part of a team providing excellent customer service and support for other library staff. Ability to maintain confidentiality of patron and staff information and records. Flexibility to adapt to library needs. Has working knowledge of the Dewey Decimal System. Has knowledge of a library automation system. Ability to do accurate, detailed work. Ability to use Windows PC operating system, standard office software, internet browsers, and the ability to instruct others in the basics. 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 5 pounds. Knowledge and skill in using basic technologies related to the position, as well as a desire to learn new technologies.

EXPERIENCE PREFERRED: Previous library work experience, customer service, data entry and database maintenance, website/blogging experience, experience with multiple forms of social media, Windows computer operating system and Microsoft Office.