

STILLWATER PUBLIC LIBRARY Job Description

POSITION TITLE: On-Call Substitute Circulation Assistant I

CLASSIFICATION: Library Assistant I - Substitute

REPORTS TO: Director

DATE: May 2018

STATUS: Non-exempt

PRIMARY OBJECTIVE OF POSITION: Under supervision, to perform services for patrons relating to the circulation of library materials and to assist in the location of materials.

ESSENTIAL DUTIES & RESPONSIBILITIES:

PUBLIC SERVICE Greets library users and acquaints them with the services and facilities of the library.

Performs services for library users at the Public Services desk utilizing the multiple functions of the automated circulation system: checks materials in and out; determines eligibility for and issues library cards; negotiates problem records with patrons; charges for lost items; receives requests for materials; keeps circulation records and other records.

Prepares the Public Services desk for Circulation service.

Handles opening and closing of the library when scheduled.

Assists library users in locating library materials and information.

Collects fees, makes change, and maintains petty cash fund.

Answers the phone and directs calls to other library departments.

Instructs and assists patrons in use of library equipment; performs minor repairs to keep equipment in working order.

ADDITIONAL DUTIES:

May be in charge of the library and supervise library aides when other staff are not present.

Receives, processes, and distributes new periodicals.

Maintains awareness of new books and materials received at the library and performs readers' advisory services as directed.
Selects collections for distribution to stations.

Maintains files as directed.

Sorts and distributes mail.

Performs other duties as directed.

REQUIREMENTS: EDUCATION AND EXPERIENCE:

Graduation from high school plus two years of library clerical experience, preferably in public service, or some college level library courses or equivalent.

KNOWLEDGE AND ABILITIES:

Knowledge of principles and procedures of library clerical duties; knowledge of principles of public library service and materials; ability to communicate orally and spell accurately; ability to explain service and procedures of the library to the public and assist them in locating materials; ability to learn library classification systems; ability to work effectively and courteously with others.

PHYSICAL DEMANDS: The physical demands 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.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls; and to reach with hands and arms. The employee is occasionally required to climb or balance; stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 50 pounds.

The specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 generally quiet.

EQUIPMENT USED: Library computer system; personal computer including word processing and data base management software; Smart-Check Intelligent Return and Sorter System; self-checkout stations; calculator; copy machines; telephone.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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 the requirements of the job change.