

Job Description
WCTS Assistant
Winnefox Library System
Full-time, Non Exempt Position
System Support Classification, Level C

Under supervision of WCTS Program Coordinator, performs a variety of technical and clerical duties for the Winnefox Cooperative Technical Services.

Duties/Examples of Work

The following is a list of representative duties. As such, it is not meant to be exclusive. Other duties may be assigned that may reasonably follow and relate to essential tasks. This job description may be modified from time to time as the needs of Winnefox Library System and the position change.

1. Compiles orders, places orders for materials, and checks in materials for Winnefox libraries.
2. Adds library holdings to the WALIS database.
3. Prepares and distributes invoices to Winnefox libraries.
4. Assists in preparation of material review lists.
5. Assists in preparation of materials for meetings, workshops and material review meetings.
6. Assists in selection and checking in of Winnefox rotating collections.
7. Assists in physical processing and distribution of rotating collection items.
8. Other duties as required.

Knowledge and Abilities

1. Ability to communicate effectively with staff of member libraries, both in person and on the telephone.
2. Ability to use computer databases and online ordering systems.
3. Ability to learn assigned technical and clerical tasks readily.
4. Ability to follow detailed oral and written directions.
5. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
6. Keyboarding, filing and proofreading ability.
7. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
8. Working knowledge of English grammar and spelling.
9. Working knowledge of word processing, spreadsheet and database software such as Microsoft Office, Word, Excel and Access.
10. Working knowledge of library methods and procedures.

Environmental and Physical Demands of the Position

1. Typical office environment.
2. Bending/twisting and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. Fingering: keyboarding, writing, filing, sorting.
5. Lifting and carrying: 50 pounds or less.
6. Handling: processing, picking up and shelving books.
7. Pushing and pulling: objects weighing 60-80 pounds, on wheels.
8. Sitting, standing, walking, climbing and stooping.
9. Talking and hearing; use of the telephone.

Mental Requirements

1. Communication skills: effectively communicate ideas and information both in written and oral form.
2. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
3. Ability to comprehend and follow instructions from supervisor, verbally and in written form.
4. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the use of a calculator.
5. Ability to deal with abstract and concrete variables.
6. Ability to apply technical knowledge.
7. Time Management: set priorities in order to meet assignment deadlines.
8. Ability to operate computer workstation and other business machines with speed and accuracy.

Equipment Used

Computer workstation, typewriter, barcode reader, book truck, telephone, fax machine, calculator, photocopier, videocassette recorder.

Education and Experience

High school diploma or equivalent. General office experience. Library work experience preferred.