

# Winnefox Library System

## Position Description

**Position:** Substitute Library Assistant  
Casual Employment, non-exempt position (no guarantee of hours)

**Date:** June 17, 2014

**General Purpose:**

As a casual employee, performs as a substitute at any of the 30 members of Winnefox Library System. Position requires general knowledge of library operations, primarily in the circulation area, but including children's services, and ready reference.

**Supervisor:** Administrative Coordinator

**Salary Matrix Level:** XA – Step 2

**Essential Duties and Responsibilities**

Duty / Responsibility
Charge out and check in library materials.
Collect service charges on overdue, lost, or damaged materials.
Manage patron accounts – issue library cards, paying fines, assessing damage, renewing items, modify and update user information, verifying patron identification, placing restrictions on cards, settling account conflicts.
Route returned materials to proper locations.
Handle reference questions and readers' advisory requests
Aid patrons in locating, and reserving material
Answer phones.
Sorts and shelves materials, shelf reads, and moves materials as necessary
Open and close library – turn on/off lights, computers, copy machine, secure premises.
Assist library customers on use of library equipment and including computers, and photocopy machines.
Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of and interest in library materials.
- Computer skills including confident use of personal productivity software (word processing and spreadsheet.)
- Knowledge of library clerical procedures and basic familiarity with reference tools and sources including use of automated library card catalogs.
- Ability to work independently in a small rural library.

- Ability to follow detailed instructions and procedures.
- Good interpersonal and communication skill - communicating effectively with people from diverse backgrounds.
- Ability to operate audio-visual equipment, computer hardware and software and office machines.
- Ability to work some evenings and weekends.
- Valid driver's license required.
- Basic understanding of the Dewey Decimal System of classification and the American Library Association rules for filing.

#### **REQUIRED EDUCATION AND/OR EXPERIENCE**

High school diploma or equivalent. One year of experience in a library. Knowledge of Workflows.

#### **TOOLS AND EQUIPMENT USED**

Typical office equipment, postage meter, calculator, fax machine, photocopier, computers and software including computer workstation, barcode reader, and printers.

#### **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.

While performing the duties of this job, the employee may be required to stand for extended periods of time; talk and hear; use hands to handle or feel objects or controls; and reach with hands and arms. The employee may be required to kneel, walk, stand, bend, twist, push and pull. Job requires employee to be able to push objects weighing 60-80 pounds on carts, and lift boxes weighing up to 50 pounds.

#### **WORK ENVIRONMENT**

Typical office environment.

#### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview; background check; and 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.

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.