Stoughton Wisconsin

LIBRARY
Children's Services Library Assistant

REPORTS TO: Youth Services Librarian **FLSA: N**

SUMMARY OF POSITION

The purpose of this position is to provide in-depth reference, reader's advisory, technology training, programming, and other assistance to library patrons, and maintain the organization of library collections.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Work at the Children's Information Desk; provide accurate reference and other information using both print and electronic resources; assist library users both in-person, by phone, and by mail; enforce library policies and procedures while supervising public use of collection, technology and facility; respond to material requests from other system libraries; issue library cards; maintain work area and equipment; assist and train library users with use of technology; gather statistics; other duties as assigned.
- Work circulation desk, as directed; check materials in and out; collect overdue fines and lost book payments; clear book drop and book return bin; answer telephones, provide information, and direct calls as appropriate.
- Plan, organize, and present programs as assigned. Participate in the Children's summer Library Program: help plan how the department will run the program each summer and follow procedures for issuing and tracking reading logs and awarding prizes.
- Participate in continuing education opportunities, training sessions, and webinars as assigned.
- Special duties may include: developing and managing assigned areas of collection; placing orders, maintaining periodical subscriptions, and processing/managing magazines and newspapers; training and supervising teen summer library volunteers; creating bulletin boards and special displays; planning and preparing materials for story time and special program crafts and activities; serving on SCLS or Stoughton community committees as assigned; and creating promotional materials for youth services programs, including the Summer Library Program.

- Responsible for opening and closing routines.
- Ability to work flexible hours as defined for this position.
- All other duties as assigned.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- Associate's or Bachelor's degree.
- One year of library experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Computer skills: proficiency with Microsoft Office programs; knowledge of basic computer troubleshooting; prior experience working with an ILS preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Supervisory Requirements

- Ability to direct the work of library shelvers, interns, and volunteers, as necessary.

Language Skills

- Ability to comprehend and interpret a variety of documents including procedure manuals, library catalogs, databases, reference materials, etc.
- Ability to prepare a variety of documents including bibliographies, statistical reports, and procedure manuals using prescribed format and conforming to rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret library automation terminology.
- Ability to communicate effectively with supervisor, library users, volunteers, library and City staff, representatives of other libraries, and the general public verbally and in writing.
- Ability to work effectively in a team-oriented environment.

Mathematical Skills

- Ability to add, subtract, multiply, and divide.
- Ability to calculate percentages and fractions; ability to create and interpret basic statistical reports.

Judgment and Situational Reasoning Ability

- Ability to interpret written and oral instructions.
- Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in situational requirements.

Physical Abilities

- Ability to operate and troubleshoot a variety of office and library equipment including computers, photocopier, telephone, printers and other office machines, video, and audio equipment.
- Ability to lift and place boxes and other objects with average weights of 25 pounds onto carts and shelves; some objects may weigh up to 40 pounds.
- Ability to push book carts that may weigh up to 80 pounds.
- Ability to stand, stoop, kneel, crouch, climb, and balance in order to perform a variety of job functions.

Environmental Adaptability

- Ability to work effectively in a typical library environment.

EQUAL OPPORTUNITY EMPLOYER

The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____