

# *Angie W. Cox Public Library*

*119 N. Main Street, Pardeeville, WI 53954*

## **LIBRARY ASSISTANT I**

### **Position Description**

Responsibilities: Serves as a library assistant at the Angie W. Cox Public Library under the supervision of the assistant library director.

Duties:

1. Work at the Circulation Desk; check materials in and out; assist library patrons in locating materials, answer reference questions, and provide reader's advisory.
2. Deal tactfully and courteously with the public. Uphold all confidentiality rights of patrons and patron records as stated in Wisconsin statutes.
3. Uphold established library policies and procedures.
4. Maintain an effective working relationship with fellow staff members. Have a cooperative team spirit.
5. Use library provided means for continuing education and training. Attend training, workshops, conferences and other continuing education related to youth services as approved by the assistant director.
6. Upon request:
  - plan, organize, implement and evaluate library services and programs for all ages. Programming activities may include preschool story times, afterschool programs, summer library program, holiday or special events programming, and other teen and/or adult programming as assigned by the assistant director.
  - plan for supplies needed for programming. Confirm approval of needed supplies with the assistant library director prior to purchase.
  - assist in selection of various materials; inventory supplies and materials; assist in weeding of collections.
  - compile statistics on attendance of various programs and prepare reports.
  - complete other duties as assigned.
7. Other duties as prescribed by the assistant director.

Knowledge and abilities:

1. Knowledge and understanding of basic library principles, procedures, technology, goals and philosophy of service.

2. Ability to communicate effectively with children, parents, staff and all library patrons in person and over the telephone.
3. Knowledge/experience with LinkCat (the library catalog), the internet, and other computer software.

#### Physical demands:

1. Sitting, kneeling, standing, walking, climbing stairs, and stooping.
2. Bending, twisting, and reaching.
3. Talking and hearing; using the telephone.
4. Far vision at 20 feet or further; near vision at 20 inches or less.
5. Lifting and carrying up to 25 pounds.
6. Handling, processing, and shelving books.
7. Typing, writing, filing, and sorting.
8. Pushing and pulling objects weighing 50 pounds on a book cart.
9. Mobility: ability to move within the library and travel to meetings and programs outside the library.

#### Mental requirements:

1. Communication skills: both written and oral.
2. Reading ability: effectively read and understand information in written and digital forms.
3. Ability to comprehend and follow instructions.
4. Mathematical ability: correctly make change; calculate fines and copier charges; record statistics.
5. Time management skills: set priorities and meet assigned deadlines.
6. Decision-making and problem solving skills: ability to make decisions and solve problems based on knowledge, training, and experience.

#### Equipment used:

Computers (PAC), laptop; printers; scanner; copy machine; fax machine; calculator; audiovisual equipment; laminator; die-cut machine; answering machine, e-readers, and other technology.

#### Education and experience:

1. High school diploma or equivalent required. Associate's or Bachelor's Degree preferred.
2. Computer and typing experience required.
3. Previous experience working in a library preferred.

#### Salary:

Hourly wage will be determined by the library board depending on education, experience, and qualifications.