

City of Portage
Job Description

Job Title: Library Assistant—Technical Services

Department: Portage Public Library

Reports To: Adult Services Librarian

SUMMARY

Under general supervision, performs paraprofessional work serving library patrons directly or indirectly.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned.)

1. Processes and enters periodicals in computer database; maintains periodical records and process reports; maintains periodical collection.
2. Assists with collection maintenance tasks, such as weeding and mending.
3. Performs monthly safety checks of all library fire extinguishers, flashlights, radios, and medical supplies and equipment.
4. Directs personnel in registration, circulation or technical services procedures.
5. Assists patrons with ready-reference and routine reader's advisory service.
6. Presents library programs, organizes special displays, and distributes publicity as needed.
7. Verifies, files, and maintains print copies of Portage library card applications.
8. Collects statistics on meeting room use, study room use, microfilm use, and outer-library loans and creates report monthly.
9. Creates problem item reports monthly such as trace reports and hold shelf reports, then works to resolve issues found.
10. Performs light housekeeping.
11. Performs other related work.

KNOWLEDGE AND ABILITIES

1. Ability to direct the work of others.
2. Ability to effectively present information and respond to questions from patrons.
3. Ability to maintain confidentiality of library patron information.
4. Ability to follow detailed directions.
5. Ability to gather statistics, analyze information and write reports.
6. Ability to operate library business machines properly, which may require knowledge of databases and search methods.
7. Ability to understand library policies and procedures and apply them to library operations.
8. Ability to use computer software and manage computerized files.
9. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
10. Considerable knowledge of library methods and procedures and ability to apply them to library operations.

11. Good interpersonal skills and the ability to maintain and foster cooperative and courteous working relationship with the public, peers, and supervisors.
12. Keyboarding and filing ability.
13. Working knowledge of English grammar and spelling.

PHYSICAL DEMANDS

1. Ability to work in confined spaces.
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, shelving, and processing.
5. Handling: processing, picking up and shelving books.
6. Lifting and carrying: 50 pounds or less.
7. Pushing and pulling: objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing, stooping, kneeling, and crouching.
9. Talking and hearing; use of the telephone.

MENTAL REQUIREMENTS

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

ENVIRONMENTAL/WORKING CONDITIONS (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. Flexible work hours; frequent and regular evening and weekend hours.
2. Inside work environment.

EQUIPMENT USED

Audiovisual equipment, book truck, calculator, fax machine, library automation system, microfilm reader, photocopier, and telephone.

EDUCATION AND EXPERIENCE

1. Associate's degree (A. A.) or equivalent from two-year college or technical school
2. Six months to one year related experience or training.
3. Previous library experience is preferred.