

**City of Stoughton
Stoughton Public Library
Position Description**

Name:	Department: Library
Position Title: Circulation Services Assistant	Pay Grade: Library Assistant I FLSA: N
Date: July, 2015	Reports to: Circulation Supervisor

Purpose of Position

To work at the Circulation desk, facilitate organization and distribution of library materials, and assist and direct library users.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Work at circulation desk:
 - Check materials in and out.
 - Print pick lists and process patron holds from other libraries.
 - Collect overdue fines and lost book payments.
 - Empty book drop and book return bin.
 - Provide information to Library users.
 - Distribute mail.
 - Print overdue notices.
 - Direct the work of library shelvers
 - Answer phone, provide information, and direct calls as appropriate.
- Cover breaks at other public service desks.
- Process, organize, and weed magazines and newspapers.
- Assist and train library users with use of self-checkout machine.
- Open and close Library.
- Maintain work area and equipment.
- Other duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school graduate or equivalent; college degree preferred
- One year public library experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities
- Computer-related skills appropriate for a modern office environment including knowledge of Microsoft Office programs
- Bi-lingual ability in Spanish a plus

Minimum 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

Physical Requirements

- Ability to operate and troubleshoot a variety of library equipment including personal computers, self-checkout machines, photocopier, phone, receipt printer, etc.
- Ability to stand, stoop, kneel, crouch, climb, and balance in order to perform a variety of job functions while working up to an 8 hour shift.
- Ability to lift and place boxes and other objects weighing up to 40 pounds
- Ability to push and pull book carts that may weigh up to 80 pounds

Mathematical Requirements

- Ability to add, subtract, multiply, divide, calculate percentages, fractions, decimals and ratios.

Language Ability and Interpersonal Communication

- Ability to perform assigned tasks with a minimum of supervision
- Ability to comprehend and interpret a variety of documents including reports, online instructions, Library policies, etc...
- Ability to use and interpret library terminology, record and deliver information, explain procedures, and follow instructions
- Ability to use common office software programs
- Ability to communicate effectively with library staff, library users, volunteers, City staff, representatives of other libraries, the media, and the general public
- Ability to work with others in a team-oriented environment

Judgment and Situational Reasoning Ability

- Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form
- Ability to exercise independent judgment within the guidelines of Library policies and procedures

Environmental Adaptability

- Ability to work effectively in a library environment
- Ability to work flexible hours, including morning, afternoon, evening, and weekend hours.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have reviewed and received a copy of this job description:

Employee's Signature

Supervisor's Signature

Date

Date