

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

Name:	Department: Library
Position Title: Children's Services Library Assistant	Pay Grade: Library Assistant II FLSA: N
Date: June, 2018	Reports to: Youth Services Librarian

Purpose 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.

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 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.

Training and Experience Required to Perform Essential Job Functions

- 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

Physical Requirements

- 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 work flexible hours as defined for this position.
- 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

Supervisory Skills

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

Mathematical Ability

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

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including procedure manuals, library catalogs, databases, and 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.

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

Environmental Adaptability

- Ability to work effectively in a typical and dusty library environment.
- Ability to work flexible hours, including 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