



Position Description

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| Position Title | Library Assistant |
| Department | Library |
| Classification | Regular, Part-time |
| FLSA Status | Non-Exempt |
| Reports To | Library Director |
| Direct Reports | N/A |
| Last Updated | 8/26/22 |

Purpose of Position

The Library Assistant conducts the day-to-day business of the Little Chute Public Library.

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.

Uses ILS to conduct Library business: Check in and out library items, register new library users and maintains the patron database, charges and collects fines for materials, process bills for delinquent accounts, sends notices of overdue and charges to patrons, places holds on behalf of patrons and makes necessary patron notifications, prepares materials for delivery to other libraries and processes materials received from other libraries, responds to daily and monthly reports as assigned by the management staff, prepares and organizes library item holds, shelves library materials, recommends materials for purchase, evaluates condition of items, inventories collections, as needed.

Assist with maintenance and development of collection: Processes new library materials of all types and maintains database of collections, shelves library materials and helps to maintain order of the collections, recommends materials for purchase, assists with the maintenance of the collections via regular examination, weeding, and mending of damaged materials, as needed. Evaluates donated materials for inclusion in the library collections or for addition to the ongoing book sale, inventories collections, as needed.

Provides assistance in the use of the library and its resources by the public: Answers reference questions and assists patrons with finding desired materials; provides readers' advisory assistance, as needed. Requests materials via interlibrary loan for items not found in InfoSoup; responds to requests for our materials from libraries outside of InfoSoup. Assists patrons with basic use of InfoSoup, public Internet computers, and SAM sign-up computers. Maintains lists of best sellers; prepares bibliographies and lists of materials, as needed. Assists in the maintenance of good public relations.

Other duties as assigned or required: Assists with youth services programs and summer reading programs, as needed. Assists with the collection of libraries use and programming

statistics. Delivers materials to homebound patrons, as needed. Coordinates library displays of materials and community collections in display cases. Participates in the creation of podcasts and vodcasts promoting library services, programs, and collections. Assists with special projects as assigned by the Library Director. Participates in regular staff meetings and other training opportunities as assigned by the Library Director.

Education, Experience, and Skills

Knowledge of the ILS. Experience working in a public or school library setting.

A high school diploma.

Knowledge of computers, word processing, spreadsheets, and electronic information resources including the Internet.

Ability to follow detailed instructions; ability to interpret and apply technical instructions. Ability to communicate effectively orally and in writing.

Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.

Ability to sustain prolonged visual concentration and keyboarding activity.

Ability to maintain and foster cooperative and courteous working relationships with the public, peers, Library Director, and staff of other InfoSoup libraries.

Possession of a valid Wisconsin driver's license, means of transportation, and willingness to travel to local and state-level meetings.

Physical Requirements

Ability to lift and carry 30 pounds and maneuver a fully loaded book cart.

Work Environment

Work is generally performed in the library. Occasional outdoor work may be required.

EOE / ADA Statement

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