

Coffeyville Public Library Position Description

Title: Library Assistant/ Circ/ Reference

General Purpose

A supervised position involving the performance of tasks as needed to circulate material, assist a patron with reference and Reader's Advisory questions and maintain orderly appearance of library materials

This position follows the established procedures and learns through on the job training
Work involves public contact and medium lifting

SUPERVISION RECEIVED

Works under the direct supervision of the Library Director or as directed by acting Director

DUTIES AND RESPONSIBILITIES

Assist in checking material in and out

Assist customers in finding information and in the use of special equipment

Assist customers with Reader's Advisory

Assist in general maintenance of library collection, display areas, and appearance

Arrange library materials on the shelves, according to classification number, alphabetically by author or by date

Assist other staff as needed, like ILL, Transfers, Reports, Collection Development, and Stats

Computer updates and ability to assist with basic technical needs

Contacting other libraries and patrons when necessary

Perform other duties as requested by the Library Director

Ability to count back money and run a register

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. *High School diploma or G.E.D. required*
- B. *Previous job experience preferred*
- C. *Some college preferred*

Necessary Knowledge, Skills and Abilities:

- A. *Ability to communicate orally and in writing with a diverse public*
- B. *Ability to learn library automated system*
- C. *Some knowledge of reference and reader's advisory services*
- D. *Some knowledge of library classification systems and necessary office procedures*
- E. *Ability to establish working relationships with staff, supervisors, customers, and the public*

F. Must be able to use Microsoft Office products, Google applications, printing, usage of cloud and other storage devices and email

TOOLS AND EQUIPMENT USED

Library computer systems, calculator, copier, printer, fax, scanner, Microfilm Products, Google Applications, Adobe, and email.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The duties listed above are intended only as illustration of the various types of work that performed. The omission of specific statements of duties does not exclude the form of position if the work is similar, related, or a logical assignment to the area.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Pay \$9-10 full-time position at 40 hours a week

Hours are late morning to mid-evening and some Saturdays.