

LIBRARIAN - CIRCULATION ASSISTANT

Location: Library

DESCRIPTION OF WORK:

Under supervision of Library Director, this position performs various library tasks in providing library services to the public.

EXAMPLES OF WORK:

Essential Functions

Removes items from book drop; stamps all newspapers and magazines with library stamp; records new magazines received and places papers and magazines in proper places; charges and discharges (check out) materials for patrons; when returned materials are overdue, computes and attaches fine slip to patron's card; changes date stamp on pencils and files circulation count daily; compiles and records circulation statistics and keeps monthly totals for use in annual circulation report; counts and records daily receipts; computes monthly totals of monies; maintains records of borrowers including new applications and withdrawn cards; notifies patrons of reserved and borrowed items received; collects material for placement in scrapbook and vertical files; under the direction of the Librarian, will keep files updated; checks circulation for overdues; examines shelves for returns, verifies patrons' number, and issues notices by phone or mail; refers long overdue materials to the Librarian; maintains the paperback, cakepan and record collection; supervises the outreach program for shut-ins and book delivery to residential housing projects and nursing homes; helps prepare displays, posters and assists with library programs; performs related work as required.

Non-essential Functions

Interacts with the public, other employees, and supervisors in a polite, calm and professional manner; as requested, runs errands within the city; may be transferred to assist other departments in performing other work; acts to properly obey all orders given by supervisor(s) in charge of the position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: library organization services and procedures; skill in: computer operation; ability to: interact and provide service to public who may be seeking library assistance, understand the learning techniques needed for children's reading program, select and procure books/supplies for the library, efficiently catalogue, classify and process library books, periodicals and supplies, communicate effectively with co-workers, trainees, the public and all supervisory personnel.

TRAINING AND EXPERIENCE:

Any combination of training and experience that will allow the incumbent to acquire the required knowledge, skills and abilities to perform the required tasks. At least two (2) years of progressively responsible experience as a Library Aide is desirable prior to appointment to this position.

WORKING CONDITIONS:

Work performed by this position is performed primarily indoors, thus, no inclement weather is likely to be encountered; this job requires some moderate lifting. Normal work week is 30 hours. Call back to duty may be encountered to meet extended work day requirements. Must have current Nebraska driver's license.