

# **ROSEMARY GARFOOT PUBLIC LIBRARY – VILLAGE OF CROSS PLAINS**

## **Position Description**

|   |
|---|
| <b>Department:</b> Library  |
| <b>Job Title:</b> Limited Term <i>Library Assistant</i>                       |
| <b>Reports to:</b> Library Director, Assistant Director, Circulation Managers |

|                        |                                 |                       |                        |
|------------------------|---------------------------------|-----------------------|------------------------|
| <b>Status:</b> At Will | <b>Position Type:</b> Part-time | <b>Hours:</b> 14/week | <b>FLSA:</b> Nonexempt |
|------------------------|---------------------------------|-----------------------|------------------------|

## **GENERAL DESCRIPTION**

This position works under the direct supervision of the circulation managers and aids in general responsibilities of the library.

## **ESSENTIAL FUNCTIONS**

The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of duties and tasks the employee will likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than those listed below, as the needs of the Library Board and/or the requirements of the position change.

- Aids in general library duties.
- Provides excellent customer service.
- Works the circulation desk.
- Shelves books and shelf-reads collections.
- Assists patrons with on-line patron access catalog and computers.
- Processes interlibrary loan materials.
- Assists with children’s programming if needed.
- Ability to flex schedule.
- Performs all other duties, as assigned.

## **EDUCATION AND TRAINING**

Must be a minimum of 16 years-old. Training will be provided on the job.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described below are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is mostly performed in an office setting; hand-eye coordination is necessary to operate computers and other office equipment.
- While performing the duties of this job, the employee is required to frequently stand and talk to hear; use hands and fingers to handle, feel or operate objects, equipment, tools or controls, and reach with hands and arms.
- The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch or crawl and smell.

- The employee must frequently lift or move up to 20 pounds, and occasionally lift and/or move up to 50 pounds. Accommodations will be provided.
- Hazards are considered minor and controllable but may include exposure to human error and angry/hostile humans.

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. The Rosemary Garfoot Public Library Board retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this position description. The Village of Cross Plains – Rosemary Garfoot Public Library is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Library will provide reasonable accommodations to qualified individual with disabilities.

I, \_\_\_\_\_, acknowledge that I have received a copy of the Job Description for the position of Library Assistant with the Village of Cross Plains-Rosemary Garfoot Public Library and have read and understand its contents.

Dated this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Library Board President

Created: September 1993

Amended: October 22, 1996, June 22, 2000, April 19, 2016