

BLACK EARTH PUBLIC LIBRARY – VILLAGE OF BLACK EARTH

Position Description

Department: Library
Job Title: <i>Library Administrative Assistant</i>
Reports to: Library Director

Status: At Will	Position Type: Part-time	Hours: 20 Hrs/wk	FLSA: Nonexempt
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GENERAL DESCRIPTION

This position works under the direct supervision of circulation manager and/or the library director.

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.
- Assists patrons in materials selection and location.
- Shelves books and shelf-reads collections as requested. Shifts collections when needed.
- Assists patrons with on-line patron access catalog and computers.
- Supervises library in absence of library director or circulation manager.
- Prepares new materials for circulation by labeling and covering/packaging, as appropriate.
- Maintains audio book rotation schedule and processing.
- Repairs and cleans damaged AV materials and printed materials.
- Maintains appropriate amount of supplies on hand and places orders when necessary.
- Assists library director with accounting of monthly bills.
- Assist with weekly cleaning of computer workstations.
- Willingness to assist in library programs or create displays.
- Ability to flex schedule and work some evenings and Saturdays.
- Ability to participate in relevant on-line webinars and staff meetings.
- Maintains a safe environment and is pro-active in preemptive problem solving.
- Performs all other duties, as assigned.

EDUCATION AND TRAINING

The requirements listed below are representative of the knowledge, skills and abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Discuss (as far as is doable given budgetary constraints, time and availability) the training and development support to be provided to employees to help them meet the agreed-upon objectives.

- Knowledge of the use of standard office equipment, including computers and computer software.
- Skill in oral and written communication.
- Skill in research and use of library resources.
- Ability to work effectively with library staff and patrons.

EDUCATION AND TRAINING

High school diploma or high school equivalency completion.

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, or arrange for assistance from colleagues.
- Hazards are considered minor and controllable but may include exposure to human error and angry/hostile humans.