MARSHFIELD PUBLIC LIBRARY

JOB DESCRIPTION ESTABLISHED: November 21, 1989

TITLE: Library Assistant II REVIEWED/REVISED: 2/22/07,

3/6/12, 2/12/14

SECTION: Childrens Services

SUMMARY

Under the supervision of the Childrens Services Librarian, assists with a variety of tasks in maintaining ready access to materials and promotion of those materials through programming. Major areas of responsibility include book mending, preliminary materials weeding, conducting story times, and assisting with Section program planning.

DUTIES/EXAMPLES OF WORK

MAINTAINING CHILDRENS COLLECTIONS (20%)

1. Shelves materials and maintains proper arrangements.

2. Mends books, replaces covers and labels.

3. Selects materials for preliminary weeding according to specific criteria.

PROVIDING ASSISTANCE WITH PROGRAM ACTIVITIES (70%)

4. Plans, prepares materials for, and conducts some story times. Includes supervising

children.

5. Prepares materials for, sets up and assists at other story times and childrens programs.

Includes supervising children.

6. Participates in planning sessions for Section programs.

7. Aids patrons in the location of materials.

8. Gathers materials and sets up book displays, bulletin boards and poster**s**.

9. Photocopies coloring sheets, fliers and other promotional matter.

10. Sets up and maintains the Summer Library Program cart at the Reference Center.

Includes restocking brochures and prizes.

11. Updates Summer Library Program “Reading Hours” database.

12. Some supervision of volunteers.

OTHER (5%)

13.Performance of other related and assigned duties as required.

# KNOWLEDGE AND ABILITIES

1. Knowledge of library methods and procedures, and ability to apply them to library

operations.

2. Ability to direct the work of others.

3. Ability to work well and communicate effectively with other staff and the public –

especially children.

4. Ability to learn and utilize proper operating techniques for library equipment.

5. Ability to use computer**,** computer software and manage computerized files**;** utilize

word processing programs, spreadsheets, databases relating to children’s programs

and Internet searching to complete duties.

6. Working knowledge of English grammar and spelling.

7. Willingness to maintain skills in above-mentioned areas through active participation

in appropriate continuing education.

PHYSICAL DEMANDS OF POSITION

1. Sitting, standing, walking, climbing and stooping.

2. Bending/twisting and reaching.

3. Climbing: ascending and descending short footstool.

4. Talking and hearing; use of telephone.

5. Far vision at 20 feet or farther, and near vision at 20 inches or less.

6. Lifting and carrying: 50 pounds or less.

7. Pushing and pulling: objects weighing 60 – 80 pounds on wheels.

8. Handling: processing, picking up and shelving books.

7. Fingering: typing, writing, filing, sorting, shelving and processing.

9. Mobility: travel to meetings outside library.

# MENTAL REQUIREMENTS

1. Analytical Skills: Identify problems and opportunities; review possible alternative

courses of action before selecting one; utilize information, resources available when

making decisions.

2. Problem-Solving Skills: Develop feasible, realistic solutions to problems; recommend

actions designed to prevent problems from occurring; refer problems to supervisor

when necessary.

3. Communication Skills: Effectively communicates ideas and information both in

written and oral form.

4. Reading Ability: Effectively read and understand information contained in

memorandums, reports and bulletins, etc.

5. Creative Decision-Making: Effectively evaluate or make independent decisions based

upon experience, knowledge or training, without supervision.

6. Ability to Comprehend and Follow Instructions: To follow instructions from

Supervisor, verbally and in written form.

7. Mathematical Ability: Calculate basic arithmetic problems, (addition, subtraction,

multiplication and division) without the aid of a calculator.

8. Time Management: Set priorities in order to meet assignment deadlines.

# ENVIRONMENTAL/WORKING CONDITIONS

1. Inside work environment.

2. Flexible work hours; frequent evening and weekend hours.

3. Some field trips outside of the library.

# EQUIPMENT USED

Typewriter, calculator, copy machine, telephone, audiovisual equipment, personal computer, craft material and tools, vacuum cleaner, other equipment as technology advances.

# EDUCATION AND EXPERIENCE

1. Minimum of high school diploma or GED.

2. Keyboarding and general office experience.

3. Some previous experience with children and library work experience desired.