MARSHFIELD PUBLIC LIBRARY

JOB DESCRIPTION ESTABLISHED: January 2013

TITLE: Library Assistant II REVIEWED/REVISED: 2/12/13, 3/15/16, 9/13/16

SECTION: Business Office

Summary:

Under general supervision of Administrative Assistant, this is a very detail-oriented position requiring a variety of skills and the ability to switch tasks at a moment’s notice.  The duties include database and collection maintenance (including keyboarding and records management), answering phones, bookkeeping and utilizing other computer software programs.  Other responsibilities are ordering supplies, maintaining inventory, and preparing materials for mailings.  This employee is required to maintain a high degree of confidentiality

DUTIES/EXAMPLES OF WORK

Perform tasks related to the daily Business operations of the library (60%)

1. Balance cash register daily and prepare daily deposit.
2. Sort and distribute incoming mail and process outgoing mail.
3. Correspond and communicate on a variety of matters, from sending solicitation letters

 to composing letters to vendors and suppliers.

1. Assist in maintaining the library’s equipment and furniture inventory and prepare forms for additions and deletions. Update records as needed.
2. Assist with the maintenance of personnel records and prepare reports from said

 documents.

1. Assist in preparing materials for Board meetings.
2. Run errands such as deliveries to Post Office, City Hall, Board Members, etc.
3. Book rooms for regular meetings of library affiliated groups.
4. Answer and route library phone calls, take and relay messages and reply to general questions.

Assist in preparation of invoices and statements (20%)

1. Assists with collecting, checking, coding and entering all invoice data.
2. Prepare invoices for payment (Sort, code, enter into database, copy invoices, run

 adding machine tapes compare results with database print-out for accuracy).

1. Check statements for outstanding debt/credits and follow standard procedures to

 reconcile differences.

Coordinate all aspects of supply ORDERING (15%)

1. Locate a wide variety of items, compare prices and determine best value.
2. Work with vendors to achieve discounts and reconcile error with orders.
3. Maintain files of sales catalogs and brochures.
4. Receive and process approved staff requests for supplies.
5. Prepare orders for Director’s approval.
6. Maintain working inventory of supplies.
7. Process all orders approved by director. (Order, receive, inventory and follow-up on

 problems)

1. Replenish supplies for salesand assure supply flow to staff.
2. Assist with library events (Purchase necessary supplies and refreshments for library events and help with setup) when the Volunteer Coordinator is not available.
3. Assist with occasional unloading of deliveries.
4. Maintain order in the shared kitchen.

OTHER (5%)

1. Includes occasionally filling in for the Administrative Assistant.
2. Performance of other related and assigned duties as required.

# KNOWLEDGE AND ABILITIES

1. Knowledge of the Dewey Decimal Classification System.
2. Working knowledge of library methods and procedures.
3. Ability to work well and communicate effectively with the public and other staff.
4. Ability to learn and utilize proper operating techniques for library equipment.
5. Keyboard and filing ability.
6. Working knowledge of English grammar and spelling.
7. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education.
8. Ability to effectively present information and respond to questions from staff and vendors.
9. Ability to follow detailed directions.
10. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
11. Demonstration of good character as determined through a background investigation.
12. Good interpersonal skills and ability to maintain cooperative and courteous working relationship with the public, peers and supervisors.
13. Working knowledge of office and business procedures.

# PHYSICAL DEMANDS OF POSITION

1. Sitting, standing, walking, climbing and stooping
2. Climbing: ascending and descending short footstool
3. Bending/twisting and reaching.
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, carrying: 50 pounds or less.
7. Pushing, pulling: objects weighing 60 – 80 pounds on wheels.
8. Handling: processing, picking up and shelving books; processing, picking up and sorting mail.
9. Fingering: typing, writing, filing, sorting, shelving and processing.
10. Mobility: travel to meetings outside library.
11. Ability to work in confined spaces.

# 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.

9. Ability to use computer software and manage computerized files.

1. Ability to apply technical knowledge.
2. Ability to deal with abstract and concrete concepts.
3. Ability to interpret technical regulations and instructions.

ENVIRONMENTAL/WORKING CONDITIONS

1. Regular weekday hours, occasional night andweekend hours.
2. Predominantly inside work environment.

EQUIPMENT USED:

Calculator, cash register, personal computer, printer, copy machine/scanner, digital camera, fax machine, telephone, coin-ops, hand cart, book truck, audiovisual equipment, collection security system, other equipment as technology advances.

# EDUCATION AND EXPERIENCE

1. Minimum of high school diploma or GED, additional course work in office procedures is desirable.
2. Prior clerical experience and/or completion of a standard High School course.
3. Computer skills required.
4. Additional course work in Library Science and one year of experience in a library is highly desirable.
5. Equivalent combination of experience and training which provides the required knowledge, skills and abilities.
6. At least one year of clerical experience.
7. Familiarity with and ability to operate microcomputer word-processing, database and spreadsheet programs. (Specifically Microsoft Word, Excel, and Access).
8. Valid WI Driver’s License.
9. Experience with purchasing supplies and maintaining inventory.