City of Stoughton

Stoughton Public Library

Position Description

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|  |  | Department: | Library |
| Position Title: | Library Substitute | Pay Grade: | Library Substitute |  |  |
| Date: | May, 2016 | Reports To: | Senior Staff Member on Duty |

**Purpose of Position**

To provide public service at the Adult, Children’s, or Circulation desks on an as needed basis, often with short notice.

**Essential Duties and Responsibilities**

The following duties are normal for this position, but are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

* Provide assistance to library users at the Adult, Children’s or Circulation service desks, working with people of all ages.
* Work Adult or Children’s service desks as assigned. Provide reference service and other helpful information to Library users. Place holds and request materials for library users. Issue and renew library cards. Maintain neat work area and equipment. Answer incoming calls and respond or redirect as needed. Enforce Library policies as appropriate.
* Work Circulation desk if assigned. Process holds and delivery returns. Check materials in and out. Collect overdue fines and other payments. Clear book drop and book return bin. Answer phone, provide information, and directing calls as appropriate. Maintain neat work area and equipment. Help open or close Library according to shift. Direct the work of shelvers. Enforce Library policies as appropriate.
* Assist and train library users in the use of library technology such as self-checkouts, computer reservations, internet, etc….
* Other duties as assigned

**Minimum Training, Experience, and Abilities Required to Perform Essential Job Functions**

* High school graduate; college degree preferred
* One year library experience with a background in adult, youth, or circulation services in any combination. Experience with Koha preferred.
* Knowledge and understanding of the principles of confidentiality of library records
* Computer skills including database searching and familiarity with Microsoft Office programs
* Cash handling experience
* Experience with eReaders, and computer troubleshooting desired.
* Ability to learn complex procedures, and learn and follow instructions.

**Physical, Mental, and Supervisory Abilities Required to Perform Essential Job Functions**

Physical Requirements

* Ability to operate and troubleshoot a variety of office and library equipment including personal computers, photocopier, telephone, a variety of printers and other office machines, microfilm reader, and the Library’s integrated library system (Koha)
* Ability and transportation to work flexible hours and schedule with short notice
* Ability to lift and place boxes and other objects weighing up to 40 pounds onto carts
* Ability to stoop, kneel, crouch, climb, and balance in order to provide program activities and other essential functions
* Ability to stand or to sit for extended periods of time

Supervisory Abilities

* Ability to supervise the operations of any of the public service desks

Mathematical Ability

* Ability to calculate percentages, fractions, decimals, and to make change when handling cash

Language Ability and Interpersonal Communication

* Ability to respond to email/text/phone requests within 3 hours
* Ability to speak comfortably to members of the public
* Ability to comprehend and interpret a variety of documents including technical manuals, library databases, reference materials, and the library’s integrated library system (Koha)
* Ability to record and deliver information, explain procedures, and follow instructions
* Ability to use and interpret library science and automation terminology
* Ability to communicate effectively with library users, volunteers, Library & City staff, representatives of other libraries, groups of people, and the general public verbally and in writing
* Ability to work with others in a team-oriented environment

Judgment and Situational Reasoning Ability

* Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form
* Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives

Environmental Adaptability

* Ability to work effectively in a typical library environment

This position has a 6-month probationary period.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.