City of Stoughton

Position Description

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| Name: | |  | | Department: | Library | | |
| Position Title: | | | Technical Services Assistant | Pay Grade: | LA I | FLSA: | N |
| Date: | January, 2016 | | | Reports To: | Technical Services Supervisor | | |

# Purpose of Position

# The purpose of this position is to receive and process library materials and assist with cataloging tasks.

# Essential Duties and Responsibilities

# The following duties are normal for this position. These are not to be construed as exclusive or all‑inclusive. Other duties may be required and assigned.

* Check in and receive shipments of library materials and supplies.
* Maintain inventories of office and library supplies.
* Track backorders, cancellations, and returns.
* Process, withdraw, and repair library materials.
* Assist with cataloging library materials, and maintain data records and signage for the collection.
* Help train and direct the work of volunteers and maintain records of volunteer work hours.
* Fill-in at circulation desk during breaks: check materials in and out, collect money for fines and fees, clear book drop and book return bin, provide information to the public.
* Fill-in as needed at other public service desks.
* Other duties as assigned.

# Minimum Training and Experience Required to Perform Essential Job Functions

* High school graduate or equivalent; college degree preferred
* One year public library experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities
* Computer-related skills appropriate for a modern office environment including knowledge of Excel and other Microsoft Office programs

# Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Supervisory Requirements

* Ability to direct the work of library volunteers, as necessary

Physical Requirements

* Ability to operate and troubleshoot a variety of library equipment including personal computers, self-checkout machines, photocopier, phone, a variety of printers, etc…
* Ability to stand, stoop, kneel, crouch, climb, and balance in order to perform a variety of job functions while working up to an 8 hour shift.
* Ability to lift and place boxes and other objects weighing up to 40 pounds
* Ability to push and pull book carts that may weigh up to 80 pounds

Mathematical Requirements

* Ability to add, subtract, multiply, divide, calculate percentages, fractions, decimals and ratios.

Language Ability and Interpersonal Communication

* Ability to perform assigned tasks with a minimum of supervision
* Ability to comprehend and interpret a variety of documents including reports, online instructions, library catalog, reference materials, Library policies, etc…
* Ability to prepare a variety of documents including statistical reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.  
  Ability to use and interpret library terminology, record and deliver information, explain procedures, and follow instructions
* Ability to use and interpret library terminology
* Ability to communicate effectively with library staff, library users, volunteers, City staff, representatives of other libraries, the media, and the general public
* 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 within the guidelines of Library policies and procedures

Environmental Adaptability

* Ability to work effectively in a library environment
* Ability to work flexible hours, including morning, afternoon, evening, and weekend hours

**This position has a 1 year 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.

I have reviewed and received a copy of this job description:

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Employee’s Signature Supervisor’s Signature

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Date Date