**CITY** **OF** **SUN** **PRAIRIE** **JOB** **DESCRIPTION**

**Library** **Assistant** **I:** **Circulation** **Clerk**

**DEPARTMENT:**

Library

**REPORTS** **TO:**

Head of Circulation Services

**GENERAL** **PURPOSE:**

Ensures that all circulation policies and procedures are implemented and adhered to with attention to detail and equity. Assists library patrons with access to information within the library.

**ESSENTIAL** **JOB** **FUNCTIONS:**

•Performs circulation desk procedures, such as checking in and checking out materials, registering patrons and collecting fines.

•Receives, processes and ships outerlibrary loan materials. •Processes daily holds queue.

•Tracks overdue and lost items.

•With technical services, tracks and reports damages to library items. •Assists patrons with the operation of library equipment.

•Orders circulation supplies as needed.

•Prepares, updates, and maintains patron cards and account information. •Maintains the confidentiality of library records.

**REQUIREMENTS** **OF** **THE** **WORK:**

•Working knowledge of library methods and procedures.

•Ability to operate library equipment properly. Some previous library work experience is preferred.

•Ability to communicate effectively with staff and public in person or on the telephone.

•Intermediate knowledge and experience with desktop computer hardware and software including web browsers, email, office software, and handheld scanners.

•Keyboarding and general office experience with copy machine, fax machine, telephone, printers and cash registers.

•High school diploma or GED. Working knowledge of English grammar and spelling. •Willingness to maintain skills in above-mentioned areas through active participation

in appropriate library skills learning experiences.

**SPECIAL** **REQUIREMENTS:**

•Effectively communicate ideas and information both in written and oral form.

•Ability to read and understand information contained in memoranda, reports, and bulletins, etc.

•Ability to comprehend and follow instructions from supervisor, verbally and in written form.

**WORK** **CONDITIONS** **AND** **PHYSICAL** **REQUIREMENTS:**

This work is performed in an office environment but does involve lifting or carrying up to 50 pounds and pushing and pulling objects on wheels weighing 60-80 pounds. Flexible work hours with frequent evening and weekend hours.

**APPROVED** **BY:**

Department Head Date

Human Resources Director Date

City Administrator Date

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

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