



CITY OF MIDDLETON

LIBRARY ASSISTANT I - REFERENCE AND ADULT SERVICES

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| Division/Department | Middleton Public Library |
| Location | 7425 Hubbard Avenue |
| Job Title | Library Assistant I – Reference and Adult Services |
| Reports to | Head of Adult Services |

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| Level/Grade | Type of position: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> LTE <input type="checkbox"/> Seasonal | Hours: 24 hours per week (.60 FTE) including some nights and weekends. <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt |
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GENERAL DESCRIPTION

Under the general supervision of the Library Director and the day-to-day supervision of the Head of Adult Services, this position's primary responsibility is assisting patrons at the library's lower level reference desk.

JOB FUNCTIONS

- Answers general reference questions using online and print resources.
- Assists patrons with locating library materials and placing holds using the LINKcat database, as well as placing Inter-Library Loan requests.
- Assists and instructs patrons in the use of web sites and library databases including but not limited to: Consumer Reports, WPLC Digital Download Center (Overdrive), Value Line, and various article and newspaper databases.
- Assists patrons in the computer lab with web browsing, email, printing, and computer applications such as the Microsoft Office Suite.
- Assists and instructs patrons in the use of e-books, downloadable audio books, and other digital library content.
- Assists patrons with photocopiers, printers, fax machine/scanner, and microfilm reader.
- Schedules and supervises the use of the library's study rooms.
- Participates in collection development and maintenance duties as assigned, including the selection of new library materials and weeding of the existing collection.
- Creates and manages content for social media and promotional use.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of library methods and procedures and the ability to apply them to library operations.
- Ability to communicate effectively with staff and public and maintain effective public relations.
- Knowledge of personal computing technologies, basic software applications, and emerging technologies.
- Ability to follow directions and work independently when necessary.
- Experience with downloadable eBooks and audiobooks using the library's Overdrive service is preferred.

EDUCATION AND TRAINING

- Bachelor's degree.
- Two years of library experience or library volunteer experience.
- Basic technology and computer software skills.

Physical Demands of the Position

1. Standing, walking, stooping, kneeling and crouching.
2. Climbing: ascending and descending a short footstool.
3. Bending/twisting, reaching and feeling.
4. Talking, hearing and near vision.
5. Lifting and carrying: 50 pounds or less.
6. Pushing and pulling: objects weighing up to 80 pounds on a wheeled cart.
7. Handling: pickup up and shelving books.

Mental Requirements

1. Communications skills: effectively communicate ideas and information both in written and oral form.
2. Reading ability: effectively read and understand information contained in memoranda, reports, and other formats.
3. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
4. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of a calculator.
5. Technology skills: basic computer software knowledge, technology skills, and understanding of social media.
6. Time management: set priorities in order to meet assignment deadlines.

Environment/Work Conditions

1. Inside work environment.
2. Flexible hours; frequent evening and weekend hours.

Equipment Used

Computer (PC) and printer, personal electronic devices, copy machine, scanner, fax machine, telephone, calculator, microform reader/printer, RFID tagging equipment.

Revised 3/30/17