Position Description

Job Title	Assistant Children's Librarian
Department	Library
Employment Status	Full time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position assists in planning and administering children's programs, library operations, and in promoting reading to the community. The position is also responsible for collection development, maintaining the library catalog, outreach services, and supervisory duties in the Children's Librarian's absence.

Supervision

Received	Children's Librarian and Library Director
Exercised	Assigns and checks work of pages, volunteers and support staff.

Teamwork

- Relationships/interactions with teammates.
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention.
- Demonstrates a commitment to offer the best customer service.
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person.
- Promotes a positive public image to patrons and teammates.

Essential Job Functions: The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

Prepared by: GovHR USA
September 2015

Performs Page duties:

- Shelves library materials
- Shelf-reads collection for proper arrangement of materials and alerts supervisor to problem areas
- Maintains display items properly
- Assists with closing procedures
- Collects materials from book drops
- Fills in at circulation desk as needed
- Assists in training new paging staff as requested
- Proficient in Dewey decimal system and shelving practices

Perform Children's Department Program Librarian duties:

- Plans, prepares and delivers programming to children and families
- Processes materials for circulation
- Performs outreach activities
- Manages the children's audiobook collection
- Assists in the general operation of the children's department
- Works on and maintains library catalog database
- Assists patrons as necessary
- Provides assistance to other departments as necessary
- Keeps current with new technologies
- Participates in professional development opportunities
- Supervises the daily operations of the Children's Department in the absence of the Children's Librarian

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school or GED equivalent, and additional education preferred; 1 -2 years of library experience preferred and experience working with children required; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	• Library services and procedures, including the circulation and security systems • Business English (grammar, spelling, punctuation and tone) • The use of standard office equipment including computers and relevant software
Ability to	• Communicate effectively, both orally and in writing • Work independently with minimal supervision • Understand and follow directions • Establish and maintain effective working relationships with supervisors, coworkers and the general public • Work well with children and foster their interest in reading
Skill in	• Public relations • Organization and time management

Necessary Special Requirements

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.

Position Description

Job Title	Assistant Library Director/ IT Coordinator
Department	Library
Employment Status	Full time
Exempt/Non Exempt Status	Exempt

Scope of Work

The Assistant Library Director is responsible for the circulation functions of the library and participating in providing reference. In addition, the Assistant Library Director supervises numerous staff within the library and has added management duties. As the Information Technology Coordinator, this individual has responsibility for updating and maintaining computers, library equipment and the library website. The Assistant Director acts as volunteer coordinator for volunteers who assist in the Adult department.

Supervision

Received	Library Director
Exercised	Supervises Circulation Assistants, Library Assistants, Information Assistants, Technical Services Librarian, Interlibrary Loan Librarian, Pages, and Volunteers.

Teamwork

- Relationships/interactions with teammates.
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention.
- Demonstrates a commitment to offer the best customer service.
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person.
- Promotes a positive public image to patrons and teammates.

Essential Job Functions: The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here,

as the needs of the employer and/or the requirements of the position change.

- Supervise, schedule and train staff, including: circulation, technical services, audio/visual, interlibrary loan, and pages. Examples of tasks include: participating in hiring, training, scheduling, evaluating, coaching, assigning work, monitoring progress, mediating problems, and providing and updating training materials.
- Supervise and maintain OWLSnet database resulting in accurate patron records in system wide shared database. Examples of tasks include: supervising entering of new records, researching and cleaning up flawed records, purging old records. Reporting circulation software issues to OWLS and assisting OWLS with software installation and troubleshooting.
- Recommend, develop and facilitate circulation procedures and policies. Examples include: policies and procedures regarding patron registration, overdue materials and lost or damaged materials; overseeing the sending of overdue notices; supervising circulation desk operation and assisting as needed; supervising related staff; maintaining patron registration database and supervising entering of patron data into automated circulation system.
- Provide technology support. Examples of tasks include: maintaining and troubleshooting all computers, printers, and the local area network. Assisting patrons with computer questions; providing computer and technology training for library staff; purchasing and deploying new printer and computer hardware (with input from the staff); managing software updates, subscriptions and purchases; and monitoring and maintenance of equipment/ software to be certain it is working properly.
- Communicate with affiliated groups to assure flow of information. Examples of tasks include: attending staff meetings, Friends of the Waupaca Library, coordinating system meetings at the library, conducting tours, participating in library system meetings, participate in monthly library board meetings; record and distribute library staff meeting notes.
- Oversee interlibrary loan requests. Examples include: placing holds for interlibrary loan items, filling out interlibrary loan forms and getting them to the proper agency, and clarifying with library patrons their requests for interlibrary loan materials.
- Develop and maintain the music collection. Examples include: reviewing journals and magazines; previewing selections; making purchase decisions within budget amounts; balancing collection; keeping up to date on trends and patron interests; ordering materials and classifying upon receipt.
- Maintain and develop library website with input from staff.
- Supervise services to the Homebound and Nursing Homes and work with volunteer workers to implement this service. Provide outreach services to area organizations.
- Instruct patrons in the use of online catalog; magazine indexes; computers and computer resources and programs; patron's handheld devices, copier and microfilm readers. Promote patron use of these resources. Examples of tasks include: scheduling time to meet with patrons, assisting with questions, maintaining up-to-date knowledge of systems, providing hands-on instruction and guidance.
- Provide reference and reader advisory services as scheduled on a weekly basis: Examples of tasks include: using print and electronic resources to answer questions; initiating interlibrary loan requests;

assisting patrons in their use of Infosoup catalog, the Internet and online databases, assisting with computer applications as well as assisting patrons in their use of printed library materials for information.

- Assist with projects and other assignments that facilitate efficient library operations and provide patron services. Examples of tasks include: assisting at circulation desk when needed, assisting in choosing new books, developing procedures, overseeing delivery of borrowed and loaned library materials.
- Perform additional administrative functions in support of library operations: Examples include: marketing of library and services, participating in budget and long range planning, taking corrective action when patrons abuse or misuse library resources, seeking grants, planning for facility changes.
- Recruit, train and coordinate volunteers and community service workers who assist in the adult department. Examples include initial interviews, background checks, coordinating and tracking volunteer input, assigning duties and assist with volunteer recognition.
- The Assistant Director will also act as the Director in his/her absence.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an ALA accredited institution with a Master's Degree in Library and Information Science and at least 3-5 years of public library experience, including a minimum of 1 year of experience in supervising staff and managing library services; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	• Library services and procedures, including the circulation and security systems • Business English (grammar, spelling, punctuation and tone) • The use of standard office equipment including computers and relevant software
Ability to	• Communicate effectively, both orally and in writing • Work independently with minimal supervision • Understand and follow directions • Establish and maintain effective working relationships with supervisors, coworkers and the general public • Work well with the public and fosters interest in reading.
Skill in	• Public relations • Organization and time management

Necessary Special Requirements

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.

Position Description

Job Title	Children's Program Librarian
Department	Library
Employment Status	Full time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position is responsible for the orderly operation of the circulation desk, operating the automated circulation system, and general support functions in the library. In addition, the provision is responsible for providing collection development, programming for children and families, bookkeeping, managing delinquent accounts, and soliciting donations from the community.

Supervision

Received	Youth Services Librarian, Assistant Library Director and/or Library Director
Exercised	None

Teamwork

- Relationships/interactions with teammates.
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention.
- Demonstrates a commitment to offer the best customer service.
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person.
- Promotes a positive public image to patrons and teammates.

Essential Job Functions: The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

Performs Page duties:

- Shelves library materials;
- Shelf-reads collection for proper arrangement of materials and alerts supervisor to problem areas
- Maintains display items properly
- Assists with closing procedures
- Collects materials from book drops
- Fills in at Circulation desk as needed
- Assists in training new paging staff as requested
- Proficient in Dewey decimal system and shelving practices.

Perform Children's Department Program Librarian Duties:

- Plans, prepares and delivers programming to children and families
- Processes materials for circulation
- Performs outreach activities
- Manages the children's audiobook collection
- Assists in the general operation of the Children's Department
- Works on and maintains library catalog database
- Assists patrons as necessary
- Provides assistance to other departments as necessary
- Keeps current with new technologies
- Participates in professional development opportunities

Other Job Functions

- Performs related duties as assigned

Requirements of Work

Graduation from high school or GED equivalent, and additional education preferred; 1 -2 years of library experience preferred and experience working with children required; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	• Library services and procedures, including the circulation and security systems • Business English (grammar, spelling, punctuation and tone) • The use of standard office equipment including computers and relevant software
Ability to	• Communicate effectively, both orally and in writing • Work independently with minimal supervision • Understand and follow directions • Establish and maintain effective working relationships with supervisors, coworkers and the general public • Work well with children and foster their interest in reading
Skill in	• Public relations • Organization and time management • Creative thinking and problem solving

Necessary Special Requirements

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.

Position Description

Job Title	Circulation Assistant
Department	Library
Employment Status	Part time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position is responsible for the orderly operation of the circulation desk, operating the automated circulation system, and general clerical functions in the library.

Supervision

Received	Assistant Library Director, Youth Librarian and/or Library Director.
Exercised	Supervises volunteers.

Teamwork

- Relationships/interactions with teammates.
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention.
- Demonstrates a commitment to offer the best customer service.
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person.
- Promotes a positive public image to patrons and teammates.

Essential Job Functions: The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

Performs Page duties:

- Shelves library materials
- Shelf-reads collection for proper arrangement of materials and alerts supervisor to problem areas
- Maintains display items properly
- Assists with closing procedures
- Collects materials from book drops
- Fills in at Circulation desk as needed
- Assists in training new paging staff as requested
- Proficient in Dewey decimal system and shelving practices.

Performs Circulation Assistant duties:

- Checks materials in and out
- Answers phones and directs calls
- Registers patrons and provides them with library services information
- Maintains and updates patron records
- Sorts mail
- Issues SAM visitor passes
- Assists patrons as needed
- Contacts patrons concerning holds and problem items
- Assists with opening and closing departments

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school or GED equivalent and 1 -2 years of library experience preferred; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	• Library services and procedures, including the circulation and security systems • Materials repair • Business English (grammar, spelling, punctuation and tone) • The use of standard office equipment including computers and relevant software.
Ability to	• Communicate effectively, both orally and in writing • Work independently with minimal supervision • Understand and follow directions • Establish and maintain effective working relationships with supervisors, coworkers and the general public • Work flexible hours, including nights and weekends
Skill in	• Public relations • Organization and time management

Necessary Special Requirements

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.

Position Description

Job Title	Exhibit Room Coordinator
Department	Library
Employment Status	Part time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position is responsible for the daily operations of the Library Exhibit Room, including setting up library exhibits, making and maintaining contact with exhibitors, scheduling and training volunteers, maintaining supplies and producing public relations pieces for exhibits.

Supervision

Received	Library Director, Library Board and Library Foundation
Exercised	Supervises Exhibit Room Committee volunteers.

Teamwork

- Relationships/interactions with teammates.
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention.
- Demonstrates a commitment to offer the best customer service.
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person.
- Promotes a positive public image to patrons and teammates.

Essential Job Functions: The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Plans and facilitates monthly meetings with Exhibit Room Committee; schedules library meeting room;

maintains contact with Committee members via email, phone or mail; recruits new Committee members.

- Prepares monthly reports for the Library Board and attends Board meetings to present the report.
- Prepares an annual budget and annual report for the Exhibit Room and presents it to the Library Foundation.
- Serves as liaison with the library staff; keeps staff informed of upcoming exhibits and related items; participates in planning related library and community group programs.
- Oversees the setup of new exhibits; helps volunteer chairperson with arrangements; arranges transportation and set lights; obtains background information; helps with labeling; host receptions and/or programs and oversees take down of shows.
- Investigates possible exhibits and related programs; makes initial contact with exhibitors; screens shows for appropriate exhibition in library' writes grant applications.
- Markets shows and exhibits; creates posters and brochures; submits information to local and regional newspapers and television; updates bulletin boards and outdoor sign and creates other publicity pieces; posts information to Library website and social media.
- Assists the Library Foundation and Library Director in fundraising efforts; maintains mailing lists; racks donations received; sends recognition of donations; maintains accounting of contributions made to the Exhibit Room (donation box).
- Makes public presentations and attends meetings with community groups to promote Library Exhibit Room activities.
- Recruits, trains and schedules volunteers for the Exhibit Room.
- Schedules and conducts private tours.
- Maintains an historical record of exhibits (scrapbook, newspaper articles, photographs, etc.)
- Orders supplies and equipment as needed.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school with a background in museum studies, design or art preferred and some experience working with volunteers preferred; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	• Business English (grammar, spelling, punctuation and tone) • The use of standard office equipment including computers and relevant software
Ability to	• Communicate effectively, both orally and in writing • Work independently with minimal supervision • Establish and maintain effective working relationships with the Library Board and Library Foundation, supervisors, coworkers and the general public
Skill in	• Public relations • Organization and time management

Necessary Special Requirements

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.

Position Description

Job Title	Information Assistant
Department	Library
Employment Status	Part time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position is responsible for the orderly operation of the circulation desk, operating the automated circulation system, and general support functions in the library. In addition, this position has added responsibilities in providing Information Services and completing special projects.

Supervision

Received	Assistant Library Director, Youth Librarian and/or Library Director.
Exercised	Supervises volunteers.

Teamwork

- Relationships/interactions with teammates.
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention.
- Demonstrates a commitment to offer the best customer service.
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person.
- Promotes a positive public image to patrons and teammates.

Essential Job Functions: The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

Performs Page duties:

- Shelves library materials
- Shelf-reads collection for proper arrangement of materials and alerts supervisor to problem areas
- Maintains display items properly
- Assists with closing procedures
- Collects materials from book drops
- Fills in at Circulation desk as needed
- Assists in training new paging staff as requested
- Proficient in Dewey decimal system and shelving practices.

Performs Circulation Assistant duties:

- Checks materials in and out
- Answers phones and directs calls
- Registers patrons and provides them with library services information
- Maintains and updates patron records
- Sorts mail
- Issues SAM visitor passes
- Assists patrons as needed
- Contacts patrons concerning holds and problem items
- Assists with opening and closing departments

Performs Library Assistant duties:

- Maintains tub deliveries to system libraries
- Maintains Honor Materials collection
- Processes materials for circulation
- Sets up and maintains displays
- Assists with programs
- Sorts and consolidates old newspapers
- Prepares incoming magazines for processing
- Repairs print materials
- Supervises volunteers
- Maintains Direct Delivery service to nursing homes
- Maintains online meeting room calendar and prints weekly room schedule
- Sorts donations
- Provides information services with supervision
- Assists other departments and supervisors as requested

Performs Information Assistant duties:

- Monitors Internet users and SAM software
- Opens and closes library
- Assists with tax forms
- Reserves AV equipment and meeting rooms
- Prepares and files reports and runs reports as requested
- Assists with training staff
- Assists with billing of patrons and sending money to appropriate recipient
- Records newspapers in database
- Repairs AV material as needed

- Assists and supervises library volunteers.
- Assists and trains patrons in the use of microfilm, computers, wireless network and scanner
- Assists with collection development and maintenance
- Assists with public relations and marketing as requested
- Balance petty cash
- Manages magazine collection
- Prints overdue and billed item reports
- Sends payments for billed items to owning libraries

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school or GED equivalent and some additional education preferred and/or significant related work experience; 2 – 4 years of library or clerical experience preferred; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	• Library services and procedures, including the circulation and security systems • Materials repair • Business English (grammar, spelling, punctuation and tone) • The use of standard office equipment including computers and relevant software
Ability to	• Communicate effectively, both orally and in writing • Perform basic math skills • Work independently with minimal supervision • Understand and follow directions • Establish and maintain effective working relationships with supervisors, coworkers and the general public • Work flexible hours, including nights and weekends
Skill in	• Public relations • Organization and time management

Necessary Special Requirements

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
  While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.

Position Description

Job Title	Interlibrary Loan Librarian
Department	Library
Employment Status	Part time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position is responsible for the orderly operation of the circulation desk, operating the automated circulation system, general support functions in the library, and for servicing and maintaining database records of all interloan items.

Supervision

Received	Assistant Library Director and Library Director
Exercised	Supervises volunteers.

Teamwork

- Relationships/interactions with teammates.
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention.
- Demonstrates a commitment to offer the best customer service.
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person.
- Promotes a positive public image to patrons and teammates.

Essential Job Functions: The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

Performs Page duties:

- Shelves library materials
- Shelf-reads collection for proper arrangement of materials and alerts supervisor to problem areas
- Maintains display items properly
- Assists with closing procedures
- Collects materials from book drops
- Fills in at Circulation desk as needed
- Assists in training new paging staff as requested
- Proficient in Dewey decimal system and shelving practices.

Performs Circulation Assistant duties:

- Checks materials in and out
- Answers phones and directs calls
- Registers patrons and provides them with library services information
- Maintains and updates patron records
- Sorts mail
- Issues SAM visitor passes
- Assists patrons as needed
- Contacts patrons concerning holds and problem items
- Assists with opening and closing departments

Performs Library Assistant duties:

- Maintains tub deliveries to system libraries
- Maintains Honor Materials collection
- Processes materials for circulation
- Sets up and maintains displays
- Assists with programs
- Sorts and consolidates old newspapers
- Prepares incoming magazines for processing
- Repairs print materials
- Supervises volunteers
- Maintains Direct Delivery service to nursing homes
- Maintains online meeting room calendar and prints weekly room schedule
- Sorts donations
- Provides information services with supervision
- Assists other departments and supervisors as requested

Performs Information Assistant duties:

- Monitors Internet users and SAM software
- Opens and closes library
- Assists with tax forms
- Reserves AV equipment and meeting rooms
- Prepares and files reports and runs reports as requested
- Assists with training staff
- Assists with billing of patrons and sending money to appropriate recipient
- Records newspapers in database
- Repairs AV material as needed

- Assists and supervises library volunteers.
- Assists and trains patrons in use of microfilm, computers, wireless network and scanner.
- Assists with collection development and maintenance
- Assists with public relations and marketing as requested
- Balance petty cash
- Manages magazine collection
- Prints overdue and billed item reports
- Sends payments for billed items to owning libraries

Performs Interlibrary Loan duties:

- Maintains records of ILL transactions and communicates with lending libraries;
- Sends bills for long overdue items to patrons and liaises with police as necessary;
- Manages the large print collection;
- Works with Waupaca book clubs
- Publishes online newsletter
- Creates promotional materials for library programs and updates website

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school or GED equivalent and some additional education preferred and/or significant related work experience; 2 – 4 years of library or clerical experience preferred; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	• Library services and procedures, including the circulation and security systems and WISCAT and OCLC functions • Materials repair • Business English (grammar, spelling, punctuation and tone) • The use of standard office equipment including computers and relevant software
Ability to	• Communicate effectively, both orally and in writing • Work independently with minimal supervision • Understand and follow directions • Establish and maintain effective working relationships with supervisors, coworkers and the general public • Work flexible hours, including nights and weekends
Skill in	• Public relations • Organization and time management • Creative thinking and problem solving

Necessary Special Requirements

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.

Position Description

Job Title	Library Assistant
Department	Library
Employment Status	Part time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position is responsible for the orderly operation of the circulation desk, operating the automated circulation system, and general clerical functions in the library.

Supervision

Received	Assistant Library Director, Youth Librarian and/or Library Director.
Exercised	Supervises volunteers.

Teamwork

- Relationships/interactions with teammates.
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention.
- Demonstrates a commitment to offer the best customer service.
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person.
- Promotes a positive public image to patrons and teammates.

Essential Job Functions: The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

Performs Page duties:

- Shelves library materials
- Shelf-reads collection for proper arrangement of materials and alerts supervisor to problem areas
- Maintains display items properly
- Assists with closing procedures
- Collects materials from book drops
- Fills in at Circulation desk as needed
- Assists in training new paging staff as requested
- Proficient in Dewey decimal system and shelving practices.

Performs Circulation Assistant duties:

- Checks materials in and out
- Answers phones and directs calls
- Registers patrons and provides them with library services information
- Maintains and updates patron records
- Sorts mail
- Issues SAM visitor passes
- Assists patrons as needed
- Contacts patrons concerning holds and problem items
- Assists with opening and closing departments

Performs Library Assistant duties:

- Maintains tub deliveries to system libraries
- Maintains Honor Materials collection
- Processes materials for circulation
- Sets up and maintains displays
- Assists with programs
- Sorts and consolidates old newspapers
- Prepares incoming magazines for processing
- Repairs print materials
- Supervises volunteers
- Maintains Direct Delivery service to nursing homes
- Maintains online meeting room calendar and prints weekly room schedule
- Sorts donations
- Provides information services with supervision
- Assists other departments and supervisors as requested

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school or GED equivalent and 1 -2 years of library experience preferred; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	• Library services and procedures, including the circulation and security systems • Materials repair

	• Business English (grammar, spelling, punctuation and tone) • The use of standard office equipment including computers and relevant software
Ability to	• Communicate effectively, both orally and in writing • Work independently with minimal supervision • Understand and follow directions • Establish and maintain effective working relationships with supervisors, coworkers and the general public • Work flexible hours, including nights and weekends
Skill in	• Public relations • Organization and time management

Necessary Special Requirements

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.

Position Description

Job Title	Library Director
Department	Library
Employment Status	Full time
Exempt/Non Exempt Status	Exempt

Scope of Work

This position is responsible for managing the programs and services of the Waupaca Area Public Library, including implementing Library board policies and directives, managing personnel, finances and facilities, planning and evaluating library plans, supervising the delivery of library services, and recommending new and revised policies.

Supervision

Received	Library Board
Exercised	Directly or indirectly supervises all Library employees and volunteers.

Teamwork

- Relationships/interactions with teammates.
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention.
- Demonstrates a commitment to offer the best customer service.
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person.
- Promotes a positive public image to patrons and teammates.

Essential Job Functions: The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Manages library personnel; makes hiring decisions; provides training; assigns work; determines priorities and sets deadlines; sets or approves work schedules; evaluates employee work performance; makes staff recommendations to the Board; recommends employee compensation, promotion and termination; conducts staff meetings; communicates information and provides policies and equipment to enable employees to perform their duties.
- Plans, schedules and coordinates library sponsored adult programs with Friends of the library, Waupaca Library Foundation, Winchester Academy and other organizations as requested.
- Oversees collection development and maintenance for Adult Department collections; reviews current applicability of reference materials; weeds out worn and dated materials; selects and makes purchases. Oversees and selects adult books, periodicals and newspapers for purchase; reads book reviews; considers staff and patron recommendations and requests; maintains information on materials ordered and received.
- Coordinates and provides leadership to annual and long range planning process involving staff and Library Board; holds staff meetings; obtains and presents statistics, forecasting and cost analysis; solicits input, provides monthly updates; evaluates achievement of objectives and participates in goal setting and future objectives.
- Serves as liaison between Library and City of Waupaca, area townships, Outagamie-Waupaca library system, Friends of the Library and the Library Foundation; promotes positive working relationships; attends regular and ad hoc meetings; responds to questions; researches initiatives; provides data; discusses funding needs and program initiatives; solicits input and feedback; represents interests of the Library; coordinates resource sharing and promotes Library services.
- Performs financial management of the Library; prepares and recommends annual budget; answers questions and researches issues; coordinates expenditures within budget; reviews bills for payment; records expenditures; performs statistical analysis of operations and presents reports to the Library Board about Library activities and financial status.
- Oversees assignment of Dewey decimal numbers to new books; reviews cataloging of existing collection.
- Supervises the provision of library services to the community; receives requests for services and exceptions to policies; attends library system meetings and supervises daily operations; assists staff in providing reference and reader's advisory service; supervises operation of automated system; oversees purchases of equipment and supplies; establishes and monitors patron service standards.
- Instructs patrons in the use of Infosoup catalog, online resources, computers and computer programs, copier, microfilm readers; patron-owned handheld devices; promotes patron use of these resources; maintains up-to-date knowledge of systems.
- Provides reference and reader advisory services as scheduled; uses print and electronic resources to answer questions; initiates interlibrary loan requests; assists with computer applications; assists patrons as needed.
- Assists with projects and other assignments that facilitate efficient library operations and provide patron services.
- Performs additional administrative functions in support of library operations; writes articles for newsletter/newspaper or other media; takes corrective action when patrons abuse or misuse library resources; seeks grants; plans for facility changes.

- Maintains knowledge and skills in library systems, community/board relations, employee relations, emerging technologies, information services, collection development, legislative action that affects library services, computer equipment and library procedures.
- Provides assistance to other departments as requested.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an ALA accredited institution with a Master's Degree in Library and Information Science and at least 5 - 7 years of public library experience preferred, including a minimum of 2 years in a supervisory role and public library administration; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	• Library services and procedures, including the circulation and security systems • Materials repair • Business English (grammar, spelling, punctuation and tone) • The use of standard office equipment including computers and relevant software
Ability to	• Communicate effectively, both orally and in writing • Assign and supervise the work of others • Establish and maintain effective working relationships with elected and appointed officials, vendors, coworkers and the general public • Work flexible hours, including nights and weekends
Skill in	• Oral and written communications • Public relations • Creative thinking and problem solving

Necessary Special Requirements

Must obtain a Grade II Wisconsin Public Librarian's Certificate within 12 months of hire

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.

- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.

Position Description

Job Title	Library Page
Department	Library
Employment Status	Part time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position is responsible for shelving and maintaining the order of the library's materials. This position is part time hourly with a flexible schedule that includes afternoons, nights and weekends with hours totaling less than 30 per week.

Supervision

Received	Assistant Library Director, Youth Librarian and/or Library Director.
Exercised	Supervises volunteers.

Teamwork

- Relationships/interactions with teammates.
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention.
- Demonstrates a commitment to offer the best customer service.
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person.
- Promotes a positive public image to patrons and teammates.

Essential Job Functions: The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

Prepared by: GovHR USA
September 2015

Performs Page duties:

- Shelves library materials
- Shelf-reads collection for proper arrangement of materials and alerts supervisor to problem areas
- Maintains display items properly
- Assists with closing procedures
- Collects materials from book drops
- Fills in at Circulation desk as needed
- Assists in training new paging staff as requested
- Proficient in Dewey decimal system and shelving practices.

Other Job Functions

- Performs related duties as assigned

Requirements of Work

Education: must be enrolled or graduated from high school. Prefer previous library experience, but not required.

Knowledge of	• Business English (grammar, spelling, punctuation and tone) • The use of standard office equipment including computers and relevant software
Ability to	• Communicate effectively, both orally and in writing • Perform basic math skills • Work independently with minimal supervision • Understand and follow directions • Establish and maintain effective working relationships with supervisors, coworkers and the general public • Work flexible hours, including nights and weekends
Skill in	• Organization and time management

Necessary Special Requirements

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with

hands and arms.

- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.

Position Description

Job Title	Technical Services Librarian
Department	Library
Employment Status	Full time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position is responsible for the orderly operation of the circulation desk, operating the automated circulation system and general support functions in the library. In addition, the employee is responsible for the audio/visual collection, maintaining database records, providing information services, library supervision and special projects.

Supervision

Received	Assistant Library Director and Library Director
Exercised	Supervises volunteers and other employees in absence of Assistant Director or Director.

Teamwork

- Relationships/interactions with teammates.
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention.
- Demonstrates a commitment to offer the best customer service.
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person.
- Promotes a positive public image to patrons and teammates.

Essential Job Functions: The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here,

as the needs of the employer and/or the requirements of the position change.

Performs Page duties:

- Shelves library materials
- Shelf-reads collection for proper arrangement of materials and alerts supervisor to problem areas
- Maintains display items properly
- Assists with closing procedures
- Collects materials from book drops
- Fills in at Circulation desk as needed
- Assists in training new paging staff as requested
- Proficient in Dewey decimal system and shelving practices

Performs Circulation Assistant duties:

- Checks materials in and out
- Answers phones and directs calls
- Registers patrons and provides them with library services information
- Maintains and updates patron records
- Sorts mail
- Issues SAM visitor passes
- Assists patrons as needed
- Contacts patrons concerning holds and problem items
- Assists with opening and closing departments

Performs Library Assistant duties:

- Maintains tub deliveries to system libraries
- Maintains Honor Materials collection
- Processes materials for circulation
- Sets up and maintains displays
- Assists with programs
- Sorts and consolidates old newspapers
- Prepares incoming magazines for processing
- Repairs print materials
- Supervises volunteers
- Maintains Direct Delivery service to nursing homes
- Maintains online meeting room calendar and prints weekly room schedule
- Sorts donations
- Provides information services with supervision
- Assists other departments and supervisors as requested

Performs Information Assistant duties:

- Monitors Internet users and SAM software
- Opens and closes library
- Assists with tax forms
- Reserves AV equipment and meeting rooms
- Prepares and files reports and runs reports as requested
- Assists with training staff

- Assists with billing of patrons and sending money to appropriate recipient
- Records newspapers in database
- Repairs AV material as needed
- Assists and supervises library volunteers
- Assists and trains patrons in use of microfilm, computers, wireless network and scanner
- Assists with collection development and maintenance
- Assists with public relations and marketing as requested
- Balance petty cash
- Manages magazine collection
- Prints overdue and billed item reports
- Sends payments for billed items to owning libraries

Performs Technical Services duties:

- Contacts other libraries about problems and answers questions
- Prepares for daily van delivery of in-system library loan materials
- Manages audio book and video collections
- Assesses and sends books to bindery
- Purchases processing materials and other office supplies
- Manages billed and discarded item database
- Maintains business email account
- Compiles monthly board reports
- Orders library materials and integrates them in circulation software
- Maintains knowledge and skills in library systems, audio/visual equipment, computer equipment and procedures
- Prepares library system reports
- Manages Acquisitions software

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school or GED equivalent and some additional education preferred and/or significant related work experience; 2 – 4 years of library or clerical experience preferred; experience with audio/visual materials and computer skills required; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	• Library services and procedures, including the circulation and security systems • Materials repair • Business English (grammar, spelling, punctuation and tone) • The use of standard office equipment including computers and relevant software (e.g., Acquisitions module in ILS)

Ability to	• Communicate effectively, both orally and in writing • Perform basic math skills • Work independently with minimal supervision • Understand and follow directions • Establish and maintain effective working relationships with supervisors, coworkers and the general public • Work flexible hours, including nights and weekends
Skill in	• Public relations • Organization and time management • Creative thinking and problem solving

Necessary Special Requirements

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.

Position Description

Job Title	Teen Assistant
Department	Library
Employment Status	Part time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position is responsible for shelving and maintaining the order of the library's materials. They also oversee and promote activity in the Teen Room while assisting with program planning. This position is part time, hourly with a flexible schedule that includes afternoons, nights and weekends with hours totaling less than 30 per week.

Supervision

Received	Assistant Library Director, Youth Librarian, Teen Librarian and/or Library Director.
Exercised	Supervises volunteers.

Teamwork

- Relationships/interactions with teammates.
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention.
- Demonstrates a commitment to offer the best customer service.
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person.
- Promotes a positive public image to patrons and teammates.

Essential Job Functions: The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

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Performs Page duties:

- Shelves library materials
- Shelf-reads collection for proper arrangement of materials and alerts supervisor to problem areas
- Maintains display items properly
- Assists with closing procedures
- Collects materials from book drops
- Fills in at Circulation desk as needed
- Assists in training new paging staff as requested
- Proficient in Dewey decimal system and shelving practices

Performs Teen Assistant duties

- Assists patrons locate library materials, answer questions, assist with information searches
- Suggests materials or ways to locate relevant materials
- Demonstrates use of computers and assist patrons formulate a search strategy
- Makes patrons feel welcome in the Teen Room
- Maintains knowledge of literature that appeals to young adults so that recommendations can be made and trends reflected in Teen programs
- Reads book reviews and professional journals
- Promotes Teen services to increase awareness and utilization of the Teen Room
- Designs flyers, brochures, and draft articles
- Designs and construct appealing bulletin board and other displays
- Promotes reading groups
- Makes the room appealing and comfortable as a Teen gathering place that reinforces reading
- Participates in planning and execution of Teen programs
- Assists with opening and closing duties
- Performs additional projects, program support or duties as assigned
- Attends required meetings and participate actively in any work group or committee assignments
- Enforces library policies
- Processes materials for circulation

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Education: must be enrolled or graduated from high school. Prefer previous library experience, but not required.

Knowledge of	• Business English (grammar, spelling, punctuation and tone) • The use of standard office equipment including computers and relevant software
Ability to	• Communicate effectively, both orally and in writing • Perform basic math skills • Work independently with minimal supervision • Understand and follow directions

	• Establish and maintain effective working relationships with supervisors, coworkers and the general public • Work flexible hours, including nights and weekends
Skill in	• Organization and time management

Necessary Special Requirements

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.

Position Description

Job Title	Teen Librarian
Department	Library
Employment Status	Full time
Exempt/Non Exempt Status	Non exempt

Scope of Work

This position oversees the general operations of the Teen Room and supports Children's Services programs and circulation; the employee is responsible for planning, promoting and conducting Teen programs, managing the Teen collection, supervising Teen room employees, and building relationships with community agencies and educators.

Supervision

Received	Children's Librarian
Exercised	Teen Room Staff

Teamwork

- Relationships/interactions with teammates.
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention.
- Demonstrates a commitment to offer the best customer service.
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person.
- Promotes a positive public image to patrons and teammates.

Essential Job Functions: The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

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September 2015

- Provides library services to teen patrons, including programs, reference help, and reader's advisory; manages the teen library collection, materials and program budget; promotes teen services; creates displays in the teen room; invites tours; fosters a safe and friendly environment for teens; connects teens with authors and reports on teen activity; reads professional journals and reviews for material selection; makes purchase decisions; keeps up to date on trends and patron interests; catalogs material; plans and promotes programs including a summer library program; advises, directs and coordinates the teen advisory committee, SLAG (Student Library Advisory Group) and their efforts to raise funds and support teen programs and services.
- Provides outreach library services to community agencies and develops partnerships to promote teen literacy; prepares and presents book talks to stimulate reading; organizes book discussions; shares Infosoup functions and available library resources; assists SLAG activities outside the library (Jail Library); keeps area educators current with new teen literature and opportunities to connect readers with authors.
- Advocates for teens throughout the community.
- Provides information for teens about teen literature and library services in a variety of ways including social media, displays, newsletter, emails, etc.
- Supervises teen room staff; interviews, hires, trains, schedules, coaches, assigns and evaluates work, mediates problems.
- Evaluates Teen personnel.
- Provides support for Children's Services staff; processes materials for circulation, circulation and reference services to families and children; assists in children's programming preparation, shelving materials, reader's advisory.
- Prepares a monthly report for Library Board Meeting.
- Tracks teen programs and room activity.
- Prepares a SLAG monthly financial report for the Library Foundation.
- Attends required meetings and actively participates in team projects with other library staff.
- Provides assistance to other departments as requested.
- Participates in OWLS discussions, including emails, blogs, system meetings, etc.
- Maintains knowledge and skills in library procedures and policies.
- Attends related continuing education opportunities, both virtually through webinars and physically by attending conferences.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an ALA accredited institution with a Master's Degree in Library and Information Science and 1 – 3 years of library experience preferred; experience working with teens and knowledge of teen literature required; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	• Teen literature, programs, policies and procedures • Library services and procedures, including the circulation and security systems

	• Business English (grammar, spelling, punctuation and tone) • The use of standard office equipment including computers and relevant software
Ability to	• Provide effective leadership to teen services staff • Work well with teens and foster their interest in reading • Communicate effectively both orally and in writing • Establish and maintain effective working relationships with supervisors, coworkers and the general public
Skill in	• Public relations • Organization and time management • Creative thinking and problem solving

Necessary Special Requirements

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.

Position Description

Job Title	Youth Services Librarian
Department	Library
Employment Status	Full time
Exempt/Non Exempt Status	Exempt

Scope of Work

This position provides and promotes services, programs and library operations to the young people and families of Waupaca and the surrounding areas.

Supervision

Received	Library Director
Exercised	Supervises Assistant Children's Services Librarian, Children's Program Librarian, Teen Librarian, Library Assistants, Circulation Assistants and Pages

Teamwork

- Relationships/interactions with teammates.
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention.
- Demonstrates a commitment to offer the best customer service.
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person.
- Promotes a positive public image to patrons and teammates.

Essential Job Functions: The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

Prepared by: GovHR USA
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- Performs collection development and maintenance to provide current and popular materials to the public; reads professional journals and reviews; compares core collection to recommended reading lists; selects items and arranges purchase; weeds out damaged or outdated items; reviews items for repair or discard; reports budget spending and maintains records of expenditures, supervises processing of materials.
- Performs in-house programming to promote literacy and library resources to the community; plans, schedules, implements and evaluates programs; performs marketing activities to promote library services and programs; e.g., creates promotional materials; updates website and utilizes social media; speaks to community groups and makes appearances on local radio and TV.
- Performs outreach services in the community including school visits and participation in local service organizations to promote library services and increase circulation.
- Provides assistance to patrons; participates in programs; answers reference questions; shows patrons how to use catalog and computer systems; instructs on resources available; supervises operation of circulation desk; registers computer users, Internet users and A/V equipment; provides reader advisory services; assists in Adult Department when needed.
- Supervise and assist Teen Librarian in providing materials, programs and services for area teens.
- Prepare monthly Children's Department report for the Library Board.
- Participate in meetings, discussions, annual budget preparation, and long range planning.
- Supervise and evaluate Children's Department staff and volunteers to assure that library goals are met by aiding with hiring, training, and scheduling of department staff.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an ALA accredited institution with a Master's Degree in Library and Information Science preferred and 1 – 3 years of Youth Services librarian experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	• Youth literature, programs, policies and procedures • Library services and procedures, including the circulation and security systems • Business English (grammar, spelling, punctuation and tone) • The use of standard office equipment including computers and relevant software
Ability to	• Provide effective leadership to youth services staff and programming • Work well with youth and teens and foster their interest in reading • Communicate effectively both orally and in writing • Establish and maintain effective working relationships with supervisors, coworkers and the general public
Skill in	• Public relations • Organization and time management • Creative thinking and problem solving

Necessary Special Requirements

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.