

Ripon Public Library Position Description

Title: Circulation Assistant – 22 hours per week

Position Classification: IV

Educational Requirements: Bachelor's degree or equivalent, as demonstrated by prior work experience or documented accomplishments.

Duties:

1. Assist patrons with library resources such as books, online catalogs, databases, electronic devices and the Internet. Answer ready-reference questions and perform readers advisory.
2. Staff desk and perform circulation functions, including registering new users, checking materials in and out, handling fines and fees, and answering telephone calls.
3. Process deliveries of material received from libraries in the Winnefox Library System.
4. Notify patrons of items on hold and other issues.
5. Assist with display case and manage community bulletin board.
6. Assist Director, Adult and Youth Services Librarians with projects as assigned by Director.
7. Supervise library pages when working together.
8. Perform light housekeeping.
9. Perform other related work.
10. Assume building responsibility when highest ranking staff member present in library.

Knowledge and abilities:

1. Ability to effectively present information and respond to questions from library users.
2. Ability to gather statistics, analyze information and write reports.
3. Ability to identify problems and opportunities, review possible alternative courses of action and utilize information and resources for decision-making purposes.
4. Ability to maintain confidentiality of library user information.
5. Ability to use a variety of office and library equipment such as a computer, printer, telephone, fax machine, calculator, microfilm reader and photocopier.
6. Ability to work independently, organize and prioritize work, respond to varied and changing work demands and make decisions as required.
7. Knowledge of basic library principles, procedures, technology, goals and philosophy of services.
8. Ability to travel to meetings outside of the library.
9. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.
10. Willingness to maintain skills through active participation in appropriate continuing education activities.

11. Working knowledge of English grammar and spelling.

Physical abilities:

1. Ability to work in confined spaces.
2. Bending/twisting and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less. Ability to distinguish between colors and shapes.
4. Fingering: keyboarding, writing, filing, sorting, shelving and processing.
5. Handling: processing, picking up and shelving books.
6. Lifting and carrying: 50 pounds or less.
7. Pushing and pulling: objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing, stooping, kneeling and crouching.
9. Talking and hearing; use of the telephone.

Mental abilities:

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Analytical skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
6. Communication skills: effectively communicate ideas and information both in written and verbal form.
7. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training.
8. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of a calculator.
9. Planning and organization skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
10. Problem-solving skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; and refer problems to the library director when necessary.
11. Reading ability: effectively read and understand information contained in memos, reports, bulletins, etc.
12. Time management: set priorities in order to meet assignment deadlines.

Approved by the Ripon Public Library Board of Trustees September 24, 2019