

Plainfield Public Library

126 S. Main St, Plainfield, WI 54966

715-335-4523

Director: Bernadette Stainbrook

Email: stainbrook@plainfieldlibrary.org

Job Position Description

Position: Library Assistant

Job Classification: Part-Time (17 hours per week)

Reports to: Library Director

DESCRIPTION OF DUTIES:

1. Greet and assist patrons and visitors to the library, perform daily opening and closing protocol.
2. Answer incoming phone calls, make courtesy calls to patrons about material holds, etc.
3. Become proficient in WorkFlows software to check materials in and out, search items, place holds, create or update patron accounts, perform basic cataloging functions, etc.
4. Prepare daily outgoing hold materials and check in daily library system deliveries.
5. Route in, check, and maintain records of rotating collections. Follow up on missing items from rotating collections, etc.
6. Assists patrons on public computer stations and with the library online card catalog and online library materials application (Libby by Overdrive).
7. Place interlibrary loan requests and understand general process for preparing items for patron and returning item to owning library.
8. Assist with library programs and displays, help prepare and distribute library "Grab and Go" crafts, etc.
9. Assist with regular weeding of the collection, reading and shifting materials on library shelves, shelving materials accurately, etc.
10. Assist with making updates on library's social media and website.
11. Assist with managing the meeting room schedule and signing the keys in/out as needed.
12. Other responsibilities as assigned.

KNOWLEDGE AND ABILITIES

1. Ability to effectively present information and respond to questions from patrons.
2. Ability to follow detailed directions.
3. Ability to maintain confidentiality of library patron information.
4. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
5. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers, and supervisors.
6. Ability to proficiently use computer, fax machine, copier/printer, and other common office equipment.
7. Ability to read, write, and speak Spanish is beneficial but not required

EQUIPMENT USED: Computers, audiovisual equipment, telephone, book truck, calculator, copy machine, fax machine, library automation system, etc.

EDUCATION AND EXPERIENCE

1. High school diploma or equivalent, as demonstrated by prior work experience or documented accomplishments.
2. Keyboarding, general office, and customer service experience
3. Previous public library experience beneficial, but not required

Checklist for Physical Activities and Requirements, Visual Acuity, and Working Conditions for the Position

Library Employees

	Regularly	Frequently	Occasionally	Rarely
Climbing (ladders, stairs, ramps, scaffolding)			X	
Stooping		X		
Kneeling		X		
Crouching		X		
Crawling				X
Reaching with hands and arms	X			
Standing	X			
Walking	X			
Pushing/Pulling (using upper extremities to exert force)		X		
Lifting – up to 25 lbs.	X			
Lifting – up to 50 lbs.			X	
Lifting – up to 75 lbs.				X
Lifting – over 75 lbs.				X
Fingering/Pinching/Picking/Typing	X			
Grasping (applying pressure with fingers and palms)		X		
Talking	X			
Hearing	X			
Repetitive motions of the wrists, hands, and/or fingers	X			
Close visual acuity (reading, computer work, analyzing data/figures, inspection of small parts)	X			
Worker is subject to inside environmental conditions	X			
Worker is subject to outside environmental conditions			X	
Worker is subject to extreme cold or heat				X
Worker is required to work in high places or close quarters				X
Worker is subject to loud noise			X	