

**ASHTABULA COUNTY DISTRICT LIBRARY
POSITION DESCRIPTION**

DATE:	<i>March 2021</i>	SALARY RANGE:	<i>\$11.00 – \$16.48 hour</i>
DEPARTMENT:	<i>Extension Services</i>	HOURS OF WORK:	<i>20 hours +/-</i>
POSITION:	<i>Outreach Services/Circulation Asst.</i>	LOCATION:	<i>Geneva Library</i>
CLASSIFICATION:	<i>Library Assistant I</i>	LENGTH OF JOB TRAINING:	<i>60 / 120 days</i>
IMMEDIATE SUPERVISOR:	<i>Geneva Branch Manager</i>	OVERALL SUPERVISOR:	<i>Branch Manager/Director</i>
		CAREER TRACK:	

ESSENTIAL FUNCTIONS:

- Exhibit an above-and-beyond attitude while providing a wide variety of customer service tasks resulting in the optimal operation of the Outreach Services department.
- Assist in evaluating, planning, and coordinating within system policies and procedures, the activities of the outreach services;
- Assist patrons with requests for materials and information.

QUALIFICATIONS:

A. Education/Experience: High school graduation or equivalent; one year of library experience preferred. Must be able to pass a background check.

B. Knowledge of and Abilities:

- Knowledge of Dewey Decimal Library Classification System and Ashtabula County District Library policies and procedures;
- Knowledge of basic office/clerical practices and machines including typing and filing, as well as English grammar/usage/spelling and mathematics;
- Ability to type accurately;
- Ability to keep records accurately
- Good interpersonal skills including the ability to establish/maintain harmonious relationships with customers, visitors, staff and supervisors;
- Ability to learn assigned tasks readily and to carry out oral and written instructions;
- Ability to work independently and without supervision in the attainment of library objectives;
- Willingness to participate in continuing education;
- Judgment and discretion is required due to access to confidential registration/borrower information.

C. Desirables:

- Knowledge/experience in the operation of computers and mobile devices;
- Moderate knowledge of trending, innovative software and technology;
- Experience working with young adults;
- Spanish language a plus.
- Knowledge of the local community

EQUIPMENT AND EFFORT REQUIRED: Sufficient clarity of speech and hearing to communicate well with staff and guests. Sufficient vision to produce and review a wide variety of materials, written correspondence, reports and related material in both electronic and hard copy form. Sufficient mobility to move freely about in an office environment, to deliver library materials and services to the community, and to attend meetings/events at various locations within the Library service area. Ability to operate equipment listed: telephones, microcomputers and software, typewriter, copier/scanner/fax/printer. Manual dexterity for handling general office forms and mail supplies. Ability to use and file items in cupboards/cabinets up to five feet in height. Ability to move items and materials up to 50 pounds in weight and push carts weighing up to 60 pounds. Ability to change position frequently from sitting to standing/walking.

PHYSICAL EFFORT AND STRESS :	HIGH	MEDIUM	LOW	NONE
Lifting	X			
Walking	X			
Standing	X			
Climbing		X		
Visual	X			
Limited movement or change of position		X		
Bending		X		
Stretching		X		

ILLUSTRATIVE DUTIES (70% of work time):

- Assist Branch Manager and Outreach Services staff in maximizing outreach services within the service area by continually evaluating stops and by maximizing fuel economy of daily scheduled routes;
- Assist in planning and implementing new stops, services and programs such as outreach events, story times and craft projects at day cares and special events;
- Actively promote Outreach and other Library services in areas adjacent to and surrounding scheduled outreach stops;
- Assist in managing tasks such as keeping statistical records of daily circulation figures and maintaining necessary vehicle logs including pre-and post-driving checklist;
- Perform routine reader's advisory services;
- Perform routine circulation procedures including checking in/checking out of materials; helping fill patron requests; filling "bins" for drop delivery locations
- Register patrons
- Shelve, straighten, and shift materials as needed and keep work areas neat at all times;
- Re-shelve and restock materials from the mobile unit to the related work areas and vice versa;
- Assist patrons in locating materials and placing holds;
- Attend marketing functions as required;
- Keep supervisors informed of vehicle/s maintenance issues and assist in delivering vehicle/s to designated maintenance vendors in a timely and efficient manner;
- Perform other related duties as required from time to time as the needs of the library may warrant.
- Supports team efforts to maintain a safe and secure environment for customers and staff by maintaining awareness of surroundings and working in accordance with safety policies and procedures.

ADDITIONAL DUTIES (30% of work time):

- Check in/charge out books and materials accurately;
- Register borrowers;
- Answer/route telephone calls, as needed, and telephone patrons of their requests;
- Assist patrons with requests for information and refer to other departments as needed;
- Assist patrons with basic use of the Internet, library databases, and other online resources, i.e. hoopla! and Ohio Digital Library
- Assist in the maintenance of a variety of circulation files and records such as overdue books/materials;
- Locate reserves (holds) and prepare for patron pick-up;
- Perform opening and closing procedures as needed;
- Assist in the maintenance of daily circulation desk statistics, as needed;
- Assist with the marketing of the collection such as in the creation of special displays and promoting programs and services;
- Shelf books and other library materials and straighten and shift books on shelves;
- Promote library programs and services within the library.

This list is illustrative of the types of duties typically performed in this position. It is not intended to be an exhaustive listing of each and every essential function of the job. These duties and functions may be adjusted from time to time as the needs of the library may warrant.

ACCOUNTABILITIES:

- Initiative, self-motivated and enthusiasm for accomplishing tasks is exhibited;
- Exhibits basic knowledge of library policies and procedures;
- Exhibits basic knowledge of circulation policies and procedures;
- Assists in assuring all files, forms and reports are accurately kept and filed within set time schedule;
- In conjunction with Branch Manager and outreach services staff, assumes responsibility for the smooth operation of outreach services;
- Supplies are inventoried and requested as needed;
- Library procedures are followed accurately and efficiently especially when checking in/out materials, completing registration forms and issuing library cards;
- Maintains confidentiality of patron records and information;
- Rules are applied equally to all patrons;
- Patrons are always treated with courtesy;
- An amicable relationship with children, teens and adults is maintained;
- Patrons are assisted efficiently and timely for requests for information;
- Assists in ensuring materials are maintained in good condition;
- Maintain harmonious relationships with coworkers and the public to attain excellent library service;
- Confident in handling/respecting Intellectual Freedom/First Amendment Rights of others.
- Recognizes/respects the diversity of colleagues and patrons
- Complete honesty is maintained when handling money
- Shelves are read, straightened, and kept neat at all times

EVALUATION: To be performed annually by the immediate supervisor and will be based on the job description, observation, and review of work completed and results.