

PARK RIDGE PUBLIC LIBRARY

JOB DESCRIPTION

Recognizing that formal job titles and job descriptions cannot define every employment situation nor be comprehensive in every case, and having the intent to provide the employee with the opportunity to expand his/her work experience while reserving flexibility to the Library to adapt to future needs, and with the aim that this document not be interpreted as restrictive in any way, the following job description is effective as of February 21, 2012.

The Park Ridge Public Library is an Equal Opportunity Employer and will make reasonable accommodations to disabled persons in performing his/her job responsibilities. This description updates and supersedes all previous job descriptions of this position.

Department _____ CIRCULATION SERVICES _____

Job Title _____ Library Assistant I _____

Job Title of Supervisor _____ Circulation Services Manager _____

Qualifications:

Education: High School diploma or equivalent.

Experience: None required.

Civil Service: Exempt.

Fair Labor Standards Act: Full-time positions are not exempt. Part-time positions are exempt.

Essential Functions:

1. Interacts positively with people of all ages and temperaments.
2. Masters policy and procedural details and applies them appropriately to a variety of patron situations.
3. Provides attentive and sincere service to patrons.
4. Answers appropriate directional or policy questions, using POLARIS circulation software if necessary.
5. Checks library materials in and out via POLARIS circulation software.
6. Registers borrowers, including verifying residency or other qualifications and accurately enters patron data into computer.
7. Operates cash register and credit card machine.
8. Renews Library materials by phone.
9. Works on special monthly projects as assigned by supervisor.
10. Answers Library telephone, providing information, answers questions or directs caller to appropriate staff person to assist them.
11. Files reserved items on lobby shelves.
12. Assists patrons in use of self-checkout unit.

Additional Responsibilities:

1. May reserve library materials for patrons.
2. May set up POLARIS circulation software standalone backup system.
3. May perform basic computer maintenance and repairs.
4. May check and send overdue item notices.
5. Maintains and increases skills and knowledge by attending appropriate workshops and other continuing education opportunities.
6. Other duties as assigned by supervisor, or necessary and proper to accomplish the foregoing.

Knowledge, Skills, and Abilities:

1. Ability to learn and follow detailed instructions and procedures.
2. Ability to complete detailed and complex tasks with a high degree of accuracy.
3. Ability to learn to operate and troubleshoot computer equipment and printers.
4. Ability to reach, lift, carry and stoop.
5. Ability to type and enter data into computer accurately.
6. Ability to read and understand computer printouts and other printed and handwritten information and instructions; ability to read information on computer monitors.
7. Ability to work effectively and pleasantly with people of all ages.
8. Ability to work independently, determining and adjusting work priorities as needed and completing tasks in an orderly and timely manner.
9. Ability to communicate effectively orally and in writing.
10. Ability to handle emergency situations in a calm, capable manner.
11. Ability to work effectively with other staff in the Department and throughout the Library.
12. Ability to work efficiently and calmly during busy periods and with frequent interruptions.
13. Ability to be flexible.
14. Ability to work in a supportive manner with management.
15. Familiarity with Windows based computer operations essential.
16. Ability to deal with frequent changes.

The Library reserves the right to modify this and every job description in whole or in part at any time.