

Village of Osceola
OSCEOLA PUBLIC LIBRARY
Job Description

TITLE OF POSITION: LIBRARY ASSISTANT- Administrative Support

EMPLOYMENT CLASSIFICATION: Permanent, 10-15 hours.

PROBATIONARY PERIOD: 2 Months

GENERAL SUMMARY OF POSITION

The Library Assistant assists with the day-to-day operation of the library including circulation, reference, materials selection and processing, programming, public computer assistance, and outreach.

Additionally, this individual is responsible for providing a wide range of administrative support for the library.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Customer Service:

- Ensures a great patron experience and identifies ways to improve this experience.
- Works closely with staff to ensure the library provides exceptional customer service.
- Responds to community needs.

Circulation Services:

- Morning/evening circulation desk supervision as needed. This includes supervising and training Library Clerks, and opening/closing library.
- Conducts all circulation activities: checking library materials in and out, registering new patrons, searching and checking patron files, collecting fines and fees.
- Provides quality reference assistance to patrons, helping them to gain access to both manual and computer-generated information.

Administrative Support and Bookkeeping:

- Provides administrative support for the library, as assigned.
- Assists with financial functions of the library: prepares accounts payable, reconciles daily cash register, prepares and makes deposits, prepares reports for Library Director and Library Board of Trustees.
- Processes library correspondence; screens and directs all incoming correspondence.
- Performs various routine office duties including running errands and delivering materials.
- Collects and organizes materials and data for monthly board meetings and library annual report.
- Assists in event planning. Ensures that all practical steps are undertaken and that appropriate records are maintained accordingly.
- Provides receptionist services: answers phones, screens calls/visitors, etc.
- Performs procedures related to donation acceptance and acknowledgement.
- Performs procedures related to grant preparation and reporting.

- Purchases supplies for office and facility maintenance as budgeted.
- Designs and publishes brochures, schedules, flyers, etc. for promotional purposes.
- Performs minor maintenance of library facility and equipment.

Also:

- Attends training workshops and conferences as directed and/or as available.
- Advocates for the library and provides outreach to community members. May represent the library at various promotion events and activities.
- Helps with facility maintenance and upkeep.
- Performs other duties as assigned by the Library Director.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of or ability to quickly acquire knowledge of business office routines and procedures.
- Accounting, word processing, spreadsheet and database software skills.
- Must be able to perform basic accounting and mathematical computations.
- Ability to pay attention to detail and accuracy.
- Great interpersonal skills with ability to maintain and foster cooperative and courteous working relationships with public, peers, and supervisors.
- Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
- Working knowledge of library methods, policies, and procedures.
- Ability and willingness to use and manage computers, computer software, and other library technology.
- Ability to maintain confidentiality and practice the highest regard for patron privacy.
- Ability to direct and supervise the work of others.
- Ability to maintain and build skills mentioned above through active participation in appropriate continuing education activities.

EDUCATION, EXPERIENCE, AND TRAINING

- High School Diploma or equivalent required.
- College level studies preferred.
- Computer training desired.
- Library experience desired.

PHYSICAL DEMANDS

- Bending, twisting, and reaching.
- Handling: Processing, picking up, and shelving books.
- Lifting or carrying: 40lbs.
- Pushing and Pulling: Objects weighing 60-80 lbs. on wheels.
- Capable of sitting, standing, walking and able to work in confined spaces.
- Able to assist patrons with building evacuation in the event of an emergency