

WEEKS PUBLIC LIBRARY

JOB DESCRIPTION: LIBRARY ASSISTANT 3 (CATALOGER)

PRIMARY RESPONSIBILITIES

The Cataloger is responsible for cataloging materials and various circulation functions to include checking materials in and out, providing customer service, performing the clerical functions of the library's operation, assisting staff and patrons with technology and device questions, and posting to social media. The assistant is required to accumulate 20 hours of continuing education courses every three years.

SPECIFIC DUTIES

Under the supervision of the Director:

- Perform copy cataloging and produce original cataloging in accordance with local standards.
- Complete special cataloging projects.
- Open the library and prepares it for the day. Closes the library in the evening.
- Register and renews patrons giving an introduction to the library and services.
- Check materials in and out.
- Promote library programs and services while completing transactions with patrons.
- Answer telephone and email inquiries and directs queries to the appropriate staff member as needed.
- Renew materials by phone, through email, and in person.
- Reshelve materials and make sure they are in proper order.
- Post events on website and SAL Facebook account.
- Create "New Materials" lists for semi-monthly electronic newsletter.
- Assist with print newsletters as needed.
- Process new materials as needed.
- Assist patrons in the use of the copier, scanner, online catalog, Internet access, and online services.
- Process interlibrary loan requests from other libraries and accepts patron's requests.
- Assist patrons with basic reference, Reader's Advisory and genealogy queries, in print and online, referring to the Director when additional help is needed.
- Assist patrons with computer and device queries as needed.
- Assist in prepping the library for the cleaners as needed.
- Work 1-on-1 with patrons at tech help sessions.
- Perform other duties as requested by the Director.

QUALIFICATIONS

Education/Experience

Bachelor Degree or previous library experience working with the public. Must be detail oriented, have experience with standard office equipment, possess above average typing/computer skills and be comfortable with the latest technology, social media, and devices. Must also be able to deal with multiple tasks and patrons simultaneously. Other required skills: ability to maintain a professional demeanor and composure when dealing with challenging patrons; ability to follow written and oral instructions; ability to learn Dewey Decimal system, automated circulation system, and library circulation policies and procedures; ability to work unsupervised, solve problems and serve library users independently.

Physical Activity Requirement

Cognitive and Sensory Requirements:

- Talking: Necessary for communicating with others.
- Hearing: Necessary to receive information and instructions.
- Sight: Necessary to perform job effectively and correctly.
- Taste & Smell: Not required

Physical Requirements:

- Lifting up to 10 lbs.: Frequently required.
- Lifting 11 to 25 lbs.: Frequently required.
- Lifting 26 to 50 lbs.: Occasionally required.
- Lifting over 50 lbs.: Not required.
- Carrying up to 10 lbs.: Frequently required.
- Carrying 11 to 25 lbs.: Frequently required.
- Carrying 26 to 50 lbs.: Occasionally required.
- Carrying over 50 lbs.: Not required.
- Reaching above shoulder height: Frequently required.
- Reaching at shoulder height: Frequently required.
- Reaching below shoulder height: Frequently required.
- Standing: Frequently required.
- Walking: Frequently required.
- Climbing: Frequently required.
- Pushing/Pulling up to 50 lbs.: Frequently required.
- Twisting: Frequently required.
- Bending: Frequently required.
- Stretching: Frequently required.
- Crawling: Frequently required.
- Squatting: Frequently required.
- Kneeling: Frequently required.
- Crouching: Frequently required.
- Balancing: Occasionally required.

- Stepping up and down (stairs and KIK step stool): Frequently required.
- Standing, often for extended periods, and walking distances, including walking up and down stairs several times during a work shift.

Hand manipulation:

- Grasping: Frequently required.
- Handling: Frequently required.
- Fingering: Frequently required.
- Using Controls and Equipment: Computer, telephone, copy machine, AV equipment, calculator, telescope, Kindle/Nook, coffee makers, microwave, projector screen, and fax machine.

Work surfaces:

Counter tops, chair, tables, and circulation counter.

Occupational exposures:

Some exposure to copier toner, thermal printer paper, cleaning agents, mold, wasps, radon, rock salt, and ice melt.

Environment:

Inside 99% Outside 1%

WORK SCHEDULE

16.25 hours per week when scheduled to work on Saturday, 12 hours per week when not. Requires one evening a week, one or two Saturdays a month, and participation in the holiday weekends rotation.