

Library Specialist Job Description

Platteville Public Library

Position Classification: Non-Exempt (hourly)

Typical Responsibilities of Position:

Under general supervision, performs public service work or technical service work, serving library patrons directly or indirectly. Scope of work is more complex and performed under less supervision than a Library Assistant.

Examples of Work Performed:

1. Enters and deletes library holdings in a computer database.
2. Performs acquisition procedures, such as providing information and recommendations for materials selection, ordering materials, and processing materials.
3. Requests interlibrary loan materials and maintains interlibrary loan files.
4. Performs collection maintenance, such as weeding print and non-print materials utilizing board-approved CREW guidelines or other retention procedures.
5. Maintains patron records
6. Assists patrons with circulation, reference, reader's advisory service, bibliographic instruction, and library technology.
7. Presents library programs and library outreach organizes special displays, creates and distributes promotional materials in print or via electronic media.
8. Assists with supervising and coordinating volunteers
9. Performs other related work.

Required Knowledge, Skills, and Abilities

1. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors.
2. Ability to maintain the confidentiality of library patron information.
3. Ability to troubleshoot and use critical thinking skills
4. Ability to effectively present information and respond to questions from patrons.
5. Ability to follow detailed instructions.
6. Ability to operate library equipment.
7. Ability to understand library policies and procedures and apply them to library operations.
8. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
9. Ability to gather statistics, analyze information, and write reports.
10. Computer literacy
11. Digital literacy, including the ability to use search methods and databases
12. Working knowledge of English grammar and spelling.
13. Willingness to maintain skills in the above-mentioned areas through active participation in appropriate continuing education activities.

Tools and Equipment Used

1. Book carts for transporting materials.
2. Circulation computer equipment, including scanners, keyboards, printers.
3. Laptops and LCD projectors.
4. Photocopier, microfilm/fiche reader/printer, public access computers, digital cameras, mp3 players and similar equipment, ILS, office productivity software, email.
5. Outreach book bicycle

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Ability to work in confined spaces.
2. Bending/twisting and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. Fingering: keyboarding, writing, filing, sorting, shelving, and processing.
5. Handling: processing, picking up, and shelving books.
6. Lifting and carrying: 30 pounds or less.
7. Mobility: travel to meetings outside the library.
8. Pushing and pulling: objects weighing 300-400 pounds on wheels.
9. Sitting, standing, walking, climbing, stooping, kneeling, and crouching.
10. Talking and hearing; use of the telephone.

Experience and Qualifications

1. Two years of study at an accredited college, university, or technical school.
2. Computer literacy.
3. Two or more years of library experience preferred

Mental Requirements

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Communication Skills: effectively communicate ideas and information both in written and verbal form.
6. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator.
7. Reading Ability: effectively read and understand the information contained in memos, procedures manuals, emails, reports, etc.
8. Time Management: set priorities in order to meet assignment deadlines.

Environmental/Working Conditions

1. Flexible work hours; frequent evening and weekend hours.
2. Inside work environment.
3. Exposure to dust.

Position Accountability

Reports to: Patron Services Manager(Adult and Teen Services Team) or Youth Services Manager (Youth Services Team), Library Director

Other: Employee is accountable to all applicable City of Platteville Policies and Procedures and the Platteville Emergency Medical Services Policy and Procedure Manual.

Selection Guidelines

Formal application, rating of education and experience; oral interview, and reference check. Job-related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The position description does not constitute an agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the position change.