

**PLATTEVILLE PUBLIC LIBRARY**  
**Job Description**

**LIBRARY SPECIALIST: Adult Services Team**

**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 similar to that of Library Assistant, but is more complex and performed under less supervision.

**Examples of Work Performed**

1. Enters and deletes library holdings in computer database.
2. Performs acquisition procedures, such as ordering, checking in materials and claiming periodicals.
3. Requests interlibrary loan materials and maintains interlibrary loan files.
4. Assists with collection maintenance, such as weeding print and non-print materials utilizing board approved CREW guidelines or other retention procedures.
5. Inventories library supplies.
6. Assists patrons with reference, reader's advisory service, bibliographic instruction, and library technology.
7. Assists patrons with electronic media.
8. Assists with or presents library programs, organizes special displays, creates and distributes promotional materials in print or via electronic media.
9. Provides information and recommendations for materials selection.
10. Performs other related work.

**Required Knowledge, Skills and Abilities**

1. Ability to effectively present information and respond to questions from patrons.
2. Ability to maintain confidentiality of library patron information.
3. Ability to follow detailed instructions.
4. Ability to gather statistics, analyze information and write reports.
5. Ability to operate library business machines properly, which may require knowledge of databases and search methods.
6. Ability to understand library policies and procedures and apply them to library operations.
7. Ability to use computer software and manage computerized files.
8. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
9. Considerable knowledge of library methods and procedures and ability to apply them to library operations.
10. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
11. Computer literacy, keyboarding and filing ability.

12. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
13. Working knowledge of English grammar and spelling.
14. Ability to troubleshoot and use critical thinking skills

### **Tools and Equipment Used**

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

### **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: 50 pounds or less.
7. Mobility: travel to meetings outside 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.

### **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 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: Reference Librarian- Adult and Teen Services Team; Library Director

Supervision Exercised: In the absence of the Circulation Supervisor, may delegate tasks to Library Pages.

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 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.

Approved by the Library Board of Trustees at their regular monthly meeting, August 4, 2009  
Reviewed and revised by the Library Board of Trustees at their regular monthly meeting, August 3, 2016.