

TITLE	Sr. Assistant II – Circulation (ILL)
POSITION CLASSIFICATION	Grade 220 –Support Tier, Regular, Non-Exempt
HOURS	Part-time (25 hours per week). Evening and weekend hours required. Required to adapt to future schedule changes, depending on departmental and library-wide needs.

REQUIREMENTS

Education/Experience

High School degree. Experience in library materials processing or other related administrative areas.

Knowledge/Skills

Ability to work with the Windows based operating system, word-processing, spreadsheets, email, and library software programs at a highly proficient level. Ability to communicate and function effectively in a team-oriented environment. Strong written, verbal, customer service and interpersonal skills.

Working Conditions

Work primarily inside the library. Lifting, moving, shelving of books and other light materials and equipment expected.

REPORTS TO Circulation Specialist

POSITION(S) SUPERVISED None

BRIEF DESCRIPTION

BASIC SUMMARY

Westlake Porter Public Library's mission is “. . . to educate, empower, enlighten, and excite by serving as premier knowledge provider, a family activity center, and Westlake's information and community commons.” This position assists in accomplishing that mission by receiving and processing materials acquired by the library so that customers and staff have timely access to them.

ESSENTIAL POSITION DUTIES	% Time
1. Outgoing Search Ohio/Ohio Link Materials	35%
<ul style="list-style-type: none">• Prepares and prints paging slips from the DCB• Retrieves requested items from stacks• Processes materials in DCB and Sirsi• Packages items for pick up by mail courier service	
2. Receiving Search Ohio/Ohio Link Materials	35%
<ul style="list-style-type: none">• Unpacks and sorts items delivered to library by mail courier service• Processes Search Ohio and Ohio Link items in DCB and Sirsi in preparation of circulation for WPPL patrons• Properly labels materials, prepares hold slips and makes available for patron pickup	
3. ILL Through OCLC	15%
<ul style="list-style-type: none">• Researches, processes, and monitors ILL loans for both lending and borrowing• Updates and maintains OCLC records• Other ILL functions include preparing books received for discussion groups, foreign language collections, faxing and photocopying, etc.• Assists in maintaining accurate inventory of the collection by deleting missing, lost, and withdrawn items from OCLC and Sirsi	
4. Department Support	5%
<ul style="list-style-type: none">• Assists circulation with check in of returned materials• Sorts and shelves library materials as needed• Files holds and assists with pick list	
5. Administrative Support	10%
<ul style="list-style-type: none">• Processes ILL maintenance reports such as clearing holds, paged too long, etc.• Compiles monthly and annual statistics and reports related to Search Ohio/Ohio Link, OCLC and the State Library of Ohio contracted delivery service• Communicates requests, loaned material problems and responds to ILL questions to and from other institutions as needed and refers to supervisor when appropriate• Maintains supplies necessary for ILL and delivery functions (labels, packaging supplies, etc)	

Communication and Teamwork**Ongoing**

- Keeps informed of library activities and policies by attending all departmental and general staff meetings and by participating in other workshops or training when appropriate and as requested or required.
- Serves as an enthusiastic and positive member of the Circulation Services Department by communicating effectively with coworkers and supervisors; by assisting the Circulation Services Specialist in all aspects of providing good customer service to the public and other departments; and by understanding, performing, and conveying the library's role, mission, and values.
- Performs miscellaneous additional duties as needed by the library and assigned by the Circulation Services Managers.

PHYSICAL DEMANDS CHECKLIST**PHYSICAL STRENGTH FACTORS:**

Lifting ☒ Yes ☐ No
 Pushing ☒ Yes ☐ No
 Pulling ☒ Yes ☐ No
 Carrying ☒ Yes ☐ No
 Reaching ☒ Yes ☐ No
 Gripping ☒ Yes ☐ No
 Does job require reaching above shoulders?
☒ Yes ☐ No
 Does job require reaching to floor level?
☒ Yes ☐ No

If yes, list maximum weight: ____25 lbs____

PHYSICAL MOBILITY FACTORS:

Throwing ☐ Yes ☒ No
 Sitting ☒ Yes ☐ No
 Standing ☒ Yes ☐ No
 Walking ☒ Yes ☐ No
 Climbing ☒ Yes ☐ No
 Stooping/Bending ☒ Yes ☐ No
 Crouching ☒ Yes ☐ No
 Kneeling ☒ Yes ☐ No
 Crawling ☐ Yes ☒ No
 Twisting ☒ Yes ☐ No
 Balancing ☐ Yes ☒ No

SENSORY/PERCEPTUAL FACTORS:

HEARING:
 Conversation ☒ Yes ☐ No
 Sounds ☒ Yes ☐ No
VISION:
 Far ☒ Yes ☐ No
 Near ☒ Yes ☐ No
 Color ☐ Yes ☒ No
 Depth ☐ Yes ☒ No
PERCEPTION:
 Spatial ☒ Yes ☐ No
 Form ☒ Yes ☐ No
 Feeling ☒ Yes ☐ No

WORK ENVIRONMENT:

Inside Work ☒ Yes ☐ No
 Outside Work ☐ Yes ☒ No
 Hot/Cold ☐ Yes ☒ No
 Fumes ☐ Yes ☒ No
 Traveling ☒ Yes ☐ No
 Working Alone ☒ Yes ☐ No
 Working in a Group ☒ Yes ☐ No
 Interacting with the Public ☒ Yes ☐ No

HAZARDS:

Machines ☒ Yes ☐ No
 Electrical ☒ Yes ☐ No
 Sharp Tools ☒ Yes ☐ No
 Slippery floors ☒ Yes ☐ No
 Congestion ☐ Yes ☒ No
 Heat/Cold ☐ Yes ☒ No
 Dust/Vapor ☐ Yes ☒ No

OPERATE:

Equipment ☒ Yes ☐ No
 Telephone ☒ Yes ☐ No
 Computer ☒ Yes ☐ No

ACCESSIBILITY FACTORS:

Doors ☒ Yes ☐ No
 Aisles ☒ Yes ☐ No
 Tables ☒ Yes ☐ No
 Telephones ☒ Yes ☐ No
 Staff Room ☒ Yes ☐ No
 Bathrooms Public ☒ Yes ☐ No
 Drinking Fountain ☒ Yes ☐ No
 Parking ☒ Yes ☐ No