

**TITLE** Sr. Assistant II – Circulation (ILL)

**POSITION CLASSIFICATION** Grade 220 –Support Tier, Regular, Non-Exempt

**HOURS** Part-time (24 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*

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

### *Knowledge/Skills*

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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*

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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*

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• Assists in maintaining accurate inventory of the collection by deleting missing, lost, and withdrawn items from OCLC and Sirsi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

**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: \_\_\_40 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