

TITLE	Substitute Assistant - Circulation
POSITION CLASSIFICATION	Support Tier, Grade 200, Regular, Nonexempt
HOURS	Day, Evening, Weekend hours required as needed

REQUIREMENTS

Education/Experience

HS degree required. Library experience helpful.

Knowledge/Skills

Ability to read English and to place items in numerical sequences. Courtesy, tact, and teamwork skills.

Working Conditions

Work primarily in the library. Most of the work requires lifting, moving and shelving of books and other light materials and equipment.

REPORTS TO Senior Facilitator-Circulation Services

POSITION(S) SUPERVISED None

BRIEF DESCRIPTION

BASIC SUMMARY

Westlake Porter Public Library's mission is "to educate, empower, enlighten, and excite the public by serving as a premier knowledge provider, a family activity center, and Westlake's information and community commons." **This position assists in accomplishing that mission by sorting and shelving library materials, ensuring timely accessibility for staff and patrons.**

ESSENTIAL POSITION DUTIES

- 1. Shelving and Sorting** **90%**
 - Shelves library materials in proper order.
 - Maintains correct, neat arrangement of materials by checking for proper sequence. Shifts and straightens materials as needed.
 - Empties book drops and sorts materials onto appropriate carts.
 - Sensitizes materials, as needed, and sorts onto appropriate carts.

- 2. Circulation Services Support** **10%**
 - Retrieves and delivers stored library materials to users as requested by supervisor or public service staff.
 - Assists in maintaining the library neat and orderly for library customers through general pick-up of materials, clearing tables, arranging furniture, etc.

- 3. Communication and Teamwork** **Ongoing**
 - Keeps informed of library activities and policies by attending departmental and general staff meetings and by participating in other workshops or training when appropriate and as requested or required.
 - Serves as a positive part of the Circulation Team by communicating effectively with coworkers and supervisors; by assisting the Senior Facilitator 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 related duties as needed by the library and assigned by the Senior Facilitator.

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: 50 pounds

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