

WESTLAKE PORTER PUBLIC LIBRARY

JOB DESCRIPTION

JOB TITLE: **SUBSTITUTE SR. ASSISTANT II
POPULAR MATERIALS**

JOB CLASSIFICATION: Grade 220 – Sr. Assistant II, Regular, Non-Exempt

HOURS: As needed

JOB REQUIREMENTS:

Education/Experience

High School Degree Required. Library or other relevant experience required.

Knowledge/Skills

Good public service skills, verbal, writing and interpersonal skills are a must. Cultural literacy (including knowledge of music genres and movies), a broad knowledge base and personal reading required. Creativity is a plus. Knowledge of standard reference sources, online catalogs, E-Reader devices and Internet databases preferred. Must be able to perform reference and readers' advisory interviews and offer suggestions.

Working Conditions

Work is performed in the library. Lifting, moving, shelving of books, other light library materials and equipment is expected.

REPORTS TO: Popular Materials Manager

SUPERVISES: None

BRIEF JOB 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 helps accomplish that mission by: 1) helping patrons determine their alternatives through reference, readers advisory interview, locating materials or information, and understanding how to use the materials, equipment, and processes in the library, and 2) providing accurate and timely information, materials, and referrals in a courteous and expedient manner.

PHYSICAL DEMANDS CHECKLIST

PHYSICAL STRENGTH FACTORS:

September 29, 2008

DOES THIS JOB REQUIRE?:

- 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: 20#

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