

Circulation Assistant – Substitute at all Locations

Salary

\$14.28 - \$16.32 Hourly **Location** Sturgeon Bay, WI

Job Type

Part Time .25 FTE **Department** Library

Closing

12/20/2019 4:30 PM Central

DESCRIPTION and BENEFITS**General Summary of Position**

This position performs routine clerical and physical tasks as required. Reports to Library Head of Circulation and Branch Managers. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Essential & General Job Functions***Essential Job Functions***

1. Checks out materials at the circulation desk and clears returned materials. Receives payment for overdue charges and records receipt on computer.
2. Answers phone and directs calls to appropriate staff member.
3. Issues library cards. Verifies and enters information in computer database.
4. Facilitate library operations in absence of branch manager.
5. Sorts and shelves books and other library materials.
6. Reads shelves for alphabetical and numerical sequence, relocating materials out-of-place, straightens materials on shelves.
7. Aids patrons in proper use of microfilm reader, photocopier, and simple audiovisual equipment and ebook readers.
8. Routine filing such as alphabetizing or arranging in numerical sequence, circulation, registration or other records.
9. Acts as messenger to obtain books, periodicals, or other library materials in book stacks or other storage areas.

General Job Functions

1. Other duties as assigned.

Training, Experience, Knowledge, Skills & Abilities***Training and Experience***

1. High school diploma or equivalent.

2. One (1) or more years' experience in the use and operation of personal computer, preferably with Microsoft Office software and ability to learn library software. Skill in using and instructing tablets and reading devices.
3. One (1) or more years' experience working with the public preferred.

Knowledge, Skills and Abilities Required

1. Ability to learn and use the library computer software. Skill in using/instructing tablets and reading devices.
2. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
3. Ability to work flexible schedule.
4. Ability to understand and carry out oral and written instructions.
5. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.

Physical & Working Conditions

Nearly continuous standing. Walking, bending, stooping, and climbing when shelving books. Ability to lift 40 lb.; pushing/pulling up to 25 lb. on an intermittent basis throughout the shift. Reaching, handling, fingering, feeling. Vision; near/far. Speaking, hearing.

Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone is continuously encountered.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Agency

County of Door

Address

Door County Government Center
421 Nebraska Street
Sturgeon Bay, Wisconsin, 54235

Phone (920)746-2305 **Website** <http://www.co.door.wi.gov>