

Germantown Community Library
Adult Services Assistant Position Description

Position Title:	Adult Services Assistant
Reports To:	Adult Services Librarian
Employment Category:	Part-time
Department:	Library

Job Summary

The Adult Services Assistant is responsible for assisting the Adult Services Librarian in the area of Adult Services. This includes collection development, programming, reference, reader's advisory, and instruction for all adults at the Germantown Community Library.

Essential Duties & Responsibilities

The following are the fundamental job duties and responsibilities. These are not to be considered as exclusive or all-inclusive; other duties may be required and assigned, as management deems necessary.

- Assist with evaluating, selecting, classifying, cataloging, processing, and withdrawing of print, audio/visual, and electronic materials for adults.
- Assist adults and youth in the selection and access of information in all formats including print and audio/visual material, digital resources, library applications and databases at the Adult Reference Desk.
- Assist adults and youth in using technology including a computer, the Internet, printer, scanner, copier and electronic devices.
- Answer patron and public questions, in-person and on the phone, about library services and programming and account information.
- Plan and implement educational and enriching programs for adults that encourage reading, literacy skills, lifelong learning, and general library use including the Summer Reading Program.
- Market and promote programs and services in the Adult Services Department through all media formats including displays, booklists, posters, library website, print media, local channels, and social media.
- Perform outreach services to local businesses, senior living facilities, and other community groups.
- Facilitate a positive environment for all patrons using the library and accessing library materials.
- May supervise pages, interns or volunteers for special programming or projects.
- May assist with duties at the Youth Services Desk and with Youth Services programming and outreach. Must be familiar with standard Youth Services programs.
- Follow System, Village and Library practices, procedures and policies and be able to exhibit sound judgment in their interpretation.
- Requires at least 1-2 evenings per week, 1-2 Saturdays per month, and flexibility to meet the demands of the library.

Required Qualification, Knowledge, Skills & Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree, Associate's Degree, or equivalent college preferred.
- At least 1 year of public library experience in an adult services department, or related field including a thorough understanding and knowledge of adult literature and public service.
- Knowledge of public library practices, operations, and collection organization.
- Knowledge of adult literature and literacy skills.
- Knowledge of computer and electronic equipment operations including Microsoft Office software.
- Excellent organization skills.
- Ability to communicate effectively, both verbal and written in English.
- Ability to work effectively and cooperate with direct supervisor, staff members, employees at other libraries, patrons, and others in the community.
- Ability to work efficiently under pressure and handle stressful situations, including prioritizing and completing tasks in order to meet deadlines with minimum supervision and assistance.
- Ability to perform cashier and customer service duties accurately and in a timely manner.
- Must be punctual, dependable, and follow a regular set schedule.
- Valid state driver's license or ability to obtain one within 4 months.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand for periods of 1-2 hours, sit, walk, crouch, bend, twist, and reach. Climbing stairs and step stools are occasionally necessary.
- Use of hands to feel, handle, finger or operate objects, tools or controls such as typing, writing, filing, shelving, processing or picking up materials and ability to reach with hands and arms.
- Ability to speak and hear within normal limits in order to answer and provide information both over the telephone and in person.
- Far vision at 20 feet or further, near vision at 20 inches or less, and prolonged use of a computer monitor.
- Ability to frequently lift or move up to 25-50 pounds; and push or pull objects weighing 50-80 pounds on wheels.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is generally performed in the library and/or office setting with the majority of the workday spent indoors in an area having a normal temperature and humidity range.
- Ability to work under generally safe and comfortable conditions, however, exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and pose a limited risk of injury.
- The majority of tasks are performed while covering a service desk in view of the public. Employees are often required to multi-task by performing required duties or assignments between serving patrons.
- The noise level in the work environment ranges from moderately quiet to moderately loud.
- Some duties will require work outside of the library.

Selection Guidelines, Reasonable Accommodations & Receipt

The selection process may include formal application, rating of qualifications and experience, oral interviews, reference checks, background examination, and job-related tests.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and applicant and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Germantown is an Equal Opportunities Employer. In compliance with state and federal law, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicant Signature

Date

Supervisor Signature

Date

ADOPTED: 1/23/19