

Six Mile Regional Library District
JOB DESCRIPTION

Title: Library Floater, Part-time
Title of Immediate Supervisor: Assistant Director
Additional work assignments
may be given by: librarians and/or desk assistants
FLSA Status: Non-exempt
Updated: March 2021

JOB SUMMARY

The part-time library floater is primarily responsible for filling shortages in staffing the customer service/check out desk and shelving materials. This position is responsible for fulfilling the duties of library aide, library assistant, or desk assistant when employees in those positions are absent. This position will also be assigned regular work shifts.

Library aides' primary duties include ensuring a variety of library materials are shelved correctly and available for customer use and ensuring that library materials and spaces are orderly and clean.

Library and desk assistants' primary duties include preparing the customer service desk area at beginning and end of the workday; assisting with customer service desk procedures; and providing excellent customer service while processing selections for checkout or return.

JOB DUTIES AND RESPONSIBILITIES

Essential Functions:

Library Aide:

- Shelves books, DVDs, and other library materials in accordance with procedures
- Checks shelves ("reads" the shelves) to ensure that all materials are correctly shelved
- Alerts other library staff to damaged materials found while reading the shelves
- Maintains neatness and orderly appearance of the work area
- Notifies customers by telephone or postcard of the availability of materials requested
- Assists customers as needed in the use of library equipment, automated library catalog, computer usage, and photocopier
- Obtains library materials for customers from areas not accessible to the public
- Assists, only as needed, with some circulation desk procedures including registrations, holds, renewals, referrals to research desk, checking materials in and out, answering telephone, and collecting fines and fees
- Checks in newspapers, puts them on the rack, and removes previous issues

- Checks newspapers removed from rack to see that sections and pages are in correct order
- Files newspapers and magazines appropriately
- May assist with emptying the outside book return
- Does preliminary “weeding” of shelves by removing items on computer-generated lists for inspection by the librarians
- Assists with library programs and displays

Library Assistant/Desk Assistant:

- Logs computers on and off, turn other equipment on and off; retrieve needed supplies; run the cash register
- Registers customers for library cards; reserves materials for customers; refers customers to research & information services; answers telephone; collects fines and fees; sells peripheral items; checks materials in and out; renews materials
- Answers customers’ questions and refers to proper staff when more than routine assistance is required; makes telephone calls, when necessary, to advise customers of overdue items and other library business
- Assists in procedures regarding overdue materials
- Maintains library files and assists with interlibrary loan process
- Assists customers in use of library equipment; performs basic troubleshooting when there are problems with staff and public-use equipment and makes simple repairs and adjustments Assist with library programs
- Assist with library programs
- Keeps customer service desk area clean and orderly

May perform other duties and responsibilities as assigned within scope of the position or level of expertise

ENVIRONMENTAL - ATMOSPHERIC CONDITIONS

Work is usually performed in a normal office environment. Evening and weekend hours are required.

POSITION QUALIFICATIONS

Education

Minimum requirements include high school diploma or GED

Experience

Experience working in a library is a plus

Knowledge, Skills and Abilities

Good working knowledge of the English alphabet

Ability to read and recognize titles and labels on spines of books and other locations on a variety of library materials

Good working knowledge of personal computer usage including use of the Internet and e-mail. Ability to use Microsoft products is helpful

Good working knowledge of standard office equipment: multi-line/multi-function telephone system, electric typewriter, fax machine, and photocopier

Good working knowledge of Dewey Decimal System and computerized circulation system

Basic mathematical, keyboard, data entry, typing, and filing skills

Ability to receive direction and to work without supervision

Good oral and written communication skills

Effective interpersonal skills

Ability to embrace change and to work in an organization that values continuous learning

Ability to work in an organization that embraces customer service and to display professional business attitude with a pleasant demeanor

Ability to evaluate situations and to exercise tact, courtesy, and good judgment

Ability to interact well with the public

Physical Requirements

Primarily active work requiring a more than usual amount of standing, walking, kneeling, reaching, grasping, and pushing; also requires sitting, stooping or crouching, climbing, crawling, balancing, hearing and talking

Requires the ability to exert up to 40 pounds of force regularly to lift, carry, push, pull, or otherwise move objects

Requires clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus as well as clarity of vision at 20 or more feet; must also be able to identify and distinguish colors

Requires manual dexterity in order to input data on a keyboard

Licensing

None required

This job description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. Supervisors have the right to assign, direct, and control the work of the employee under their supervision. The use of a particular expression or illustration describing those duties shall not be held to exclude other essential functions, responsibilities, or duties not mentioned in this description that are of similar kind or level. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.