

Job Description

Library Associate II - ILL

Name:		Department:	Library Operations
Pay Grade:	H	FLSA Code:	Non-exempt
Reports To:	Circulation Supervisor	Typical Schedule:	Varies
Last Updated By:	Donna Dunn	Date:	7/5/2017

Job Summary

Under the supervision of the Circulation Supervisor, this employee is responsible for the daily processing of interlibrary loan (ILL) materials.

This position does not have any supervisory responsibilities.

Essential Functions & Responsibilities

Primary

- Processes incoming and outgoing materials
 - Matches items with requests
 - Completes necessary paperwork
 - Prepares items received
 - Pulls items to be sent out
 - Prepares items for mail or delivery
 - Checks shelves for overdue and billed items
- Verifies requests taken at the public service desks
- Requests materials and responds to requests from other libraries; orders and sends materials
 - Uses WorldShare, email, fax, and telephone to receive and send ILL requests
 - Makes decisions on further referral of ILL requests when they cannot be filled electronically through WorldShare
- Communicates with patrons, as necessary
- Compiles statistics and maintains files, as directed
- Attends scheduled meetings and training, as required

- Maintains awareness of overall library functions, projects, and goals
- Represents the library in a positive fashion at all times

Secondary

- Participates in professional development and continuing education, as appropriate
- Understands and demonstrates the Standards of Public Service
- Performs other duties, as assigned

Education Requirements

The minimum level of formal education required to perform this job is checked.

- | | |
|--|---|
| <input type="checkbox"/> Some high school | <input type="checkbox"/> Bachelor's Degree |
| <input checked="" type="checkbox"/> High school diploma or GED | <input type="checkbox"/> Master's Degree/MLIS |
| <input type="checkbox"/> Associate's Degree | <input type="checkbox"/> Other: |

Training, Skills, Knowledge, and/or Experience

Required

- One (1) year of successful work experience in a library
- Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision
- Excellent written and verbal communication skills
- Ability to prioritize and organize work assignments to meet library needs
- Ability to work independently or as part of a team
- Working knowledge of technology to include: Microsoft Windows and Office applications, Google Suite applications, and the internet
- Ability to adapt to evolving technology
- Service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the library

Preferred

- Familiarity with ILL processes and procedures
- Knowledge of WorldShare



Physical Requirements

	Constantly ($\frac{2}{3}$ or more of the time)	Frequently ($\frac{1}{3}$ - $\frac{2}{3}$ of the time)	Occasionally ($\frac{1}{3}$ or less of the time)
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/stretching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stooping/kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching overhead (up to 75" high)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/carrying/moving (up to 50 pounds)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reading/analyzing/interpreting data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viewing/working at a computer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving wheeled carts (100 lbs.) within or between buildings in all weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Scheduling

This position may require working during any of the hours that the Library is open, including evenings and weekends. Although a regular weekly schedule is established, the needs of the Library may require schedule changes and flexibility.

Equal Employment Opportunity

The library does not discriminate on the basis of race, color, gender, religion, sexual orientation, gender identity, national origin, ancestry, citizenship, age, disability, veteran status, marital status, pregnancy, arrest record, protected order status, genetic information, or other non-job related criteria in any term, condition, or privilege of employment.



Acknowledgement

I have read and understand the functions and requirements of this position. I understand that this does not limit the assignment of additional duties for this position, and that the job functions may change as needs evolve.



Employee Signature

Date

