

City of South Sioux City **P/T Librarian - Circulation**

Job Title: P/T Librarian - Circulation

Department: Library

Reports To: Circulation Supervisor

FLSA Status: Non Exempt

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Prepared Date: 3/8/23

Summary Circulates materials and performs other transactions on automated system, assists with all day to day library activities, shelves materials and regularly shelf reads assigned areas, keeps library in orderly manner.

Essential Duties and Responsibilities

Assists patrons with locating and using library materials and information including, but not limited to, print and online resources, patron use of library specific software applications, MS Office applications, reference tools, internet use, emailing and database searching. Answers the telephone and provides assistance or directs call to appropriate personnel for assistance. Regularly assists in maintaining day to day library services, including circulation of all library materials, shelving and shelf-reading assigned areas. Assists with planning special projects, programs and promotions. Assists patrons in using computers, printers, fax machine, copier, calculator, TV, DVD player, CD player, overhead projectors and small sound system. Other duties as assigned.

Education and/or Experience

High school graduate or GED equivalent. Must have experience using computers, MS Office applications and a willingness to continue learning new electronic software/programs. Need to have good people and communication skills, a broad based knowledge background and problem solving skills in order to answer reference questions. Should be familiar with libraries and enjoy reading. Must be responsible, dependable, accurate, organized, neat, flexible, have initiative and work well with others. Must have a driver license.

Must be able to pass the Library Technology Test within the first 6 months of employment.

Physical Demands

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. Physical demands include but are not limited to frequent lifting and carrying boxes of books, must be able to climb, bend and reach.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Continuous exposure to unpleasant elements such as dust, fumes and odors, hazardous materials, dampness, raw sewage, high noise levels, and outside weather conditions.

Other Requirements

Must possess and maintain a valid driver's license.