

VILLAGE OF TURTLE LAKE
Turtle Lake, Wisconsin
Position Description

Title of Position: Library Assistant
Department: Library
Immediate Supervisor: Library Director
Supervisory Responsibility: Minimal

Description of Duties:

- A. Arranges returned materials on book trucks and re-shelves them in proper order.
- B. Shelf reads and straightens materials on shelves or in the collection while shelving and in other areas.
- C. Empties book drop and takes returned items to the proper place for checking in.
- D. Participates in either
 - a. the preparation of periodicals for circulation and maintenance of the periodicals collection, or
 - b. the processing of interlibrary loans
- E. Assists with library programs and displays
- F. Participates in regular circulation desk responsibility, which includes:
 - a. charging and discharging materials
 - b. overviews new library card applicants
 - c. answering phones
 - d. assisting patrons with computers and fax and copy machine.
- G. Participates in searching for paging items, preparing items for courier delivery, processing of courier-delivered materials, and maintaining the holds shelf.
- H. Performs other related work.
- I. Hours set by the Library Board. Scheduling of hours to be set by the Library Director.

Desired Qualifications:

- I. Education: High school diploma or equivalent required.
- II. Experience: One year of public library experience, or one year of experience in a service institution with comparable responsibilities.
- III. Working knowledge of:
 - A. Specialized library systems and services or willing to learn
 - B. Computer applications
- IV. Ability to:
 - A. Effectively present information and respond to questions from patrons.
 - B. Maintain confidentiality of library patron information.
 - C. Follow detailed instructions.
 - D. Understand library policies and procedures and apply them to library operations.
 - E. Work independently, organize and prioritize work, respond to varied work demands and make decisions as required.
 - F. Maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.

- G. Practice good personal hygiene and dress in a manner appropriate for the position and in conformance with the general business dress standards in the Village of Turtle Lake.

This position is bound by the personnel policies set forth in the Village of Turtle Lake Personnel Policies manual.

This creation of the job descriptions for the Turtle Lake Public Library was adopted by the Board of Trustees of the Turtle Lake Public Library on the 10th day of February in the year 2016.

Updated Monday, January 6, 2025.

Adopted by the Turtle Lake Public Library Board of Trustees

Revised: Thursday, January 28, 2016; Updated: Monday, January 6, 2025