

## **TOWN OF TOLLAND JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Library Circulation Assistant</b>	<b>DEPARTMENT:</b>	<b>Library</b>
<b>REPORTS TO:</b>	<b>Director of Library Services</b>	<b>FLSA STATUS:</b>	<b>Hourly, Non-exempt</b>
<b>BARGAINING UNIT:</b>	<b>C.S.E.A.</b>	<b>CLASSIFICATION:</b>	<b>CSEA – 9</b>
<b>DATE PREPARED:</b>	<b>February 2, 2004</b>	<b>DATE APPROVED:</b>	<b>April 13, 2004</b>

### **SUMMARY**

Performs varied and responsible library clerical/administrative work in issuing, receiving, and circulating library books and materials and assists patrons in the use of library services and facilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Receives oral or written instructions from supervisor

Plans and organizes work according to established or standard office and library procedures

Prioritizes work tasks within assignment

Types routine correspondence and other materials without instruction

Performs circulation tasks in receiving and discharging books, periodicals, equipment and related circulation materials

Computes and receives overdue fines. Follows prescribed routine in receiving compensation for over due, damaged or lost library items. May make calls on overdue books

Enters and retrieves information in an automated library filing system. Reserves and process books and materials through automated library system

Observes strict confidentiality in maintaining restricted files and records

Sorts and shelves books and periodicals

Assists all patrons with requests for information, requests for assistance with library tools such as computers, catalogue system or refers patrons to professional librarian. May assist patrons with interlibrary loan program

Types library cards, lists, reports and other information

Reports work accomplished to supervisor

### **SUPERVISORY RESPONSIBILITIES**

The employee holding this position will exercise no direct supervisory authority

## **QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE**

The skills and knowledge required would generally be acquired with a high school education with two years of office or library administrative work. Ability to type with accuracy. Ability to accurately process paperwork. Ability to keep accurate records. Ability to relate positively to staff members and the general public. Ability to operate data processing systems. Ability to maintain files and record systems. Ability to make basic mathematical calculations. Ability to collect and organize information as requested.

## **LANGUAGE SKILLS**

Ability to effectively present information and respond to questions from clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES AND REGISTRATIONS**

Not applicable

**PHYSICAL DEMANDS**

	Amount of Time			
	None	Under 1/3	1/3 To 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle, or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell	X			

**LIFTING SCHEDULE**

	Amount of Time			
	None	Under 1/3	To 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds		X		

**VISION REQUIREMENTS**

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements.

## WORK ENVIRONMENT

The work environment requires exposure to the following conditions:

	Amount of Time			
	None	Under 1/3	1/3 To 2/3	Over 2/3
	X			
Wet or humid conditions (non-weather)				
		X		
Work near moving mechanical parts				
		X		
Work in high, precarious places				
		X		
Fumes or airborne particles				
		X		
Toxic or caustic chemicals				
		X		
Outdoor weather conditions				
		X		
Extreme cold (non-weather)				
		X		
Extreme heat (non-weather)				
		X		
Risk of electrical shock				
		X		
Work with explosives				
		X		
Risk of radiation				
		X		
Vibration				

## **NOISE EXPOSURE**

The position requires exposure to the following noise levels:

- Very quiet (examples: forest trail, isolation booth for hearing test)
- Quiet (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud (examples: jack hammer work, front row at rock concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

**NOTE: THIS DESCRIPTION IS ILLUSTRATIVE OF TASKS AND RESPONSIBILITIES THAT THE POSITION WILL ENTAIL. IT IS NOT MEANT TO BE INCLUSIVE OF EVERY TASK AND RESPONSIBILITY.**