

## Spokane County Library District

**CLASSIFICATION: N07**

**POSITION TITLE:** Branch Services Assistant

**GENERAL PURPOSE:**

Performs complex clerical work in support of library services and operations, programming, and collection maintenance in an administrative region.

**POSITION SUMMARY:**

Under supervision of a Branch Services Manager and with direction from regional supervisors/managers, performs a variety of clerical tasks to provide support for public services. Performs a variety of complex tasks for collection maintenance, coordinating with Collection Services on identifying and resolving issues with weeding, damage assessment, processing and cataloging. May assist with updating the website with information and book lists. Oversees and ensures that periodicals are received correctly and processed for public use. Provides serials training, direction, and support for staff in an administrative region. Orders and purchases supplies for a resource library. Receives, sorts and distributes mail; maintains appropriate community information for display; enters data into District and branch calendars.

**ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Performs a variety of complex clerical functions to support the Branch Services Manager and regional supervisors/managers in the performance of their duties, such as entering data into District and branch calendars, reserving meeting rooms, handling correspondence, files and records. Provides clerical support for tasks and activities between circulation and information services in a region. May contact presenters to confirm performance details. May assist with updating website with information or book lists to support programs.

Evaluates non-print materials to be discarded for condition and removes from the collection following District guidelines. Recommends charges for damaged non-print materials. Refers replacement requests to Adult or Youth Services managers. May assist in arranging for replacement items. Coordinates mending of print and non-print materials for the region. Submits items to Collection Services for bindery or for replacement of an item component.

Under direction of regional Adult and Youth managers, coordinates with Collection Services on identifying and resolving issues with materials processing, cataloging and item maintenance. May assist in weeding projects, both at the resource library and community libraries. Performs limited item maintenance such as changing the location of an item from one library to another or from display to circulation.

Processes periodicals for the resource library, claims missed or damaged items; provides support and training for serials processing and handling. Ensures that items are added to the database using serials module and retrieves items for discard per established procedures. Receives, sorts and distributes incoming mail, packages, magazines and newspapers. May be assigned to delegate tasks and ensure their proper completion within scope of authority.

Orders and maintains supplies for the resource library; assists community library staff in ordering supplies, mending books and other materials, and collection maintenance. May purchase supplies to support programming and submit receipts to the Branch Services Manager for reimbursement from Friends or other entities.

Receives, evaluates and maintains community and District information for display in lobbies and on bulletin boards. Receives, posts and distributes all promotional materials, including coordinating distribution to other branches.

May provide training and task assignment of staff and volunteers as directed.

May assist the Circulation Services Supervisor in maintaining collection agency records for the District.

Attends work on a regular and dependable basis.

Performs repetitive motion using arms and wrists, stooping, bending, stretching and lifting up to 40 pounds of library materials, standing for long periods of time.

Hear, see, speak and listen to individuals in order to work with staff and customers.

Read materials in print or electronic format.

Interacts in a professional and respectful manner with District staff and the public.

**OTHER JOB FUNCTIONS:**

Performs other tasks as assigned.

**SELECTION FACTORS:**

(Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed trial period, and afterwards, for continued employment.)

**Knowledge of:**

- Personal computers and associated software; Integrated Library Systems; and the Internet;
- Library operations and services.

**Ability to:**

- Communicate effectively both orally and in writing;
- Work effectively with co-workers and customers in a cooperative and respectful manner;
- Use initiative, problem-solving skills, and judgment;
- Work independently and be self-directed;
- Manage detail, recognize and set priorities;
- Use computer systems, monitor, keyboard and mouse and various software programs to access appropriate information, such as information databases, timesheets, email, Intranet news, readme files, etc.;
- Read materials in print and electronic format;
- Work quickly and accurately and follow instructions.

**MINIMUM QUALIFICATIONS:**

Persons applying for a position of this class should have:

High school diploma or equivalent; college study in a related field preferred. Three years clerical experience including two years recent library experience, preferably in a public library. AA degree in related field may substitute for two years of experience; Working knowledge of PCs and experience using word processing, spreadsheet, or database software; ILS experience preferred. Read and use English and understand numbers; OR any equivalent combination of education, training, or experience that ensures satisfactory performance of the essential job functions.

Must be able to successfully pass a background check;

Valid driver's license and normal risk insurability preferred;

**TOOLS AND EQUIPMENT USED:**

General office equipment including but not limited to PCs with associated office software, as well as specialized library information systems programs and the Internet.

Uses common off-the-shelf products to clean and process library materials and surfaces.

**WORK ENVIRONMENT:**

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in library environment while standing or sitting at a desk or computer terminal for extended periods of time. Duties require use of a computer terminal, mouse, and keyboard. Duties require manual dexterity, clear speech, and visual and hearing acuity to successfully interact with customers and co-workers. May occasionally push/pull items, and/or lift/carry items up to 40 pounds, reach with hands and arms, stoop, bend or kneel as needed. Vision requirements include close vision and ability to adjust focus. Moderate stress may be encountered due to heightened library activities or customer interactions. The noise level is usually moderate. May be exposed to dust, fumes and/or odors on a recurring basis. Ability to transport oneself to other locations to perform work, and/or attend work-related meetings, workshops or conferences is required.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

FLSA Classification: Non-Exempt

Salary Range: N07

Revised: 06/02/09; 10/15/09; 09/09/11