

WASHINGTON COUNTY
Job Description

JOB TITLE: Interlibrary Loan Librarian/Administrative Assistant

Exempt (Y/N): No

DEPARTMENT: Washington County Library System

DATE PREPARED: March, 2015

SUPERVISOR: Director

SUMMARY:

Under the general direction of the Director, performs standardized duties requiring extensive use of a computer, a library online catalog, and various databases. The position also includes general clerical responsibilities related to the process of obtaining and lending materials to libraries throughout the country. This individual has extensive contact with the member librarians throughout Washington County and must be prepared to answer or refer a wide range of questions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Perform a variety of daily routines related to the lending and borrowing of materials to and from member libraries. Common activities include searching databases, placing orders, physically processing materials, sorting mail, keeping records, and invoicing libraries for lost materials.
2. Answer inquiries from librarians throughout Washington County on a variety of topics utilizing excellent interpersonal skills.
3. Perform updates and maintain records in the library's online system with respect to the interlibrary loans.
4. Work with the Director to monitor, maintain, and improve all aspects of the interlibrary loan process throughout Washington County. Must be able to identify problems and participate in group processes to develop solutions.
5. Serve as administrative assistant to the Director. Prepare invoices and credit card statements and submit to the Comptroller's Office.
6. Assist the Director in maintaining the integrity of the online catalog by enhancing and updating bibliographic records. Also assist the Director in selection of books and downloadable materials for purchase for the libraries.
7. Serve as backup in the office when the Director is away.
8. Supervise and recruit volunteers for the office and special projects.
9. Other duties as required, including assisting with the processing of materials, staffing rural libraries during absences, keeping statistics, attending meetings, providing workshops for downloadable materials.

9. Maintain regular job attendance.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

College degree required. Two years office experience is required to gain needed office skills. Previous experience working in a Library is preferred.

OTHER SKILLS and ABILITIES:

The applicant must possess excellent communication and interpersonal skills. The applicant must also have good computer skills and the ability to learn all aspects of the library's online catalog and relevant databases. The person in this position must also be able to establish and maintain a good working relationship with the public, other employees, and especially the member librarians of the system.

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.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, and talk or hear; use hands to finger, handle or feel objects. Also, the employee must climb ladders, reach with hands and arms, and stoop, kneel, or crouch. Specific vision abilities required by this job include distance and close vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 25 pounds.

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.

The noise level in the typical work environment is moderate. Must be able to lift and move book boxes.