

INTERLIBRARY LOAN ASSISTANT

(Range 105)

DEFINITION

Performs a variety of clerical work in support of the Interlibrary Loan Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Reference Department Head.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Locates books and materials by performing shelf checks and placing holds within the Library District.
2. Checks out books and materials and processes requests for mailing to libraries.
3. Processes and distributes borrowed materials for use by library patrons.
4. Maintains knowledge of circulating collection.
5. Maintains compliance with Library District and Interlibrary Loan Department policies and procedures and, on occasion, explains policies and procedures to patrons and staff.
6. Interacts over the telephone with patrons, district-wide staff and other libraries.
7. Utilizes personal computers, automated library systems, the Internet, and on-line interlibrary loan tools and resources.
8. Operates library and office equipment including, but not limited to: copy machine, telephone, facsimile machine, personal computer with specialized search software, and microform reader/printers.
9. Attends miscellaneous meetings and training sessions at meeting sites throughout the district.
10. Maintains a safe environment for staff and patrons.
11. Maintains, sorts, and files records and reports appropriate to the Interlibrary Loan Department.
12. Exercises limited decision making skills.

Marginal Functions:

1. Participates in committee work when needed.
2. Assists in other departments as needed.
3. Performs related duties and responsibilities as required.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Basic public library principles, practices, and techniques.
2. The Library of Congress Classification System.
3. Basic research techniques.
4. Automated library systems, on-line tools and resources, and the Internet.
5. Library District, Branch, Department policies and procedures.
6. Basic record keeping principles and methods.
7. Filing practice and procedure.
8. Library District terminology and functions.
9. Correct English usage, spelling, punctuation, and grammar.

Ability to:

1. Serve customers with patience, tact, and courtesy.
2. Exercise good judgment and make sound decisions.
3. Accept and manage change and maintain flexibility.
4. Work quickly and accurately.
5. Work both independently and as part of a team.
6. Maintain effective working relationships with those contacted during the course of work.
7. Understand and follow both written and oral instructions.
8. Communicate clearly and concisely, both orally and in writing.
9. Maintain the mental capacity for effective interaction and communication with others.
10. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - lifting and carrying;
 - operating assigned equipment.

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11. Maintain effective auditory and visual perception needed for:
- making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

1. Use of personal computers and associated software.
2. Use of library and general office equipment.
3. Use of automated library systems.

QUALIFICATIONS

Training and Experience:

High school diploma or GED equivalency required; six (6) months library experience or public contact experience required; typing skills required; or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for frequent walking and standing; frequent lifting and carrying objects of light weight (5 - 10 pounds), and occasional lifting and carrying objects of moderate weight (11 - 20 pounds); frequent bending, reaching, stooping, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and standing, or sitting for extended periods of time.

Tasks require sound perception, visual perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

FLSA: NON EXEMPT

CBA: NOT COVERED

DEVELOPED: APRIL 10, 1998

REVISED: JUNE 11, 1998
NOVEMBER 28, 2000