

**JOB DESCRIPTION**  
**Ritzville Library District #2**

**Position Title:** Library Substitute

**Salary Range:** \$10.00

**Hours:** Flexible schedule including evenings, weekends, and varying hours from day to day as needed

**Purpose Statement**

This job reports directly to the Director.

**Essential Functions**

1. Circulation desk duties
  - a) Answer routine questions by phone, in person or online
  - b) Issue patron cards
  - c) Check library materials in and out
  - d) Check condition of materials turned in and perform basic mending as necessary
  - a) Make copies, scan items, and send faxes; accept and record monies received for fees, fines, etc.
  - e) Monitor patron computer usage
  - f) Maintain hold items and contact patrons when holds are available
  - g) Request Interlibrary Loan materials as necessary
  
2. Assist patrons
  - a) Explain online card catalog, library website, databases, etc. and how to use them
  - b) Explain different areas of the library and where items are located
  - c) Help with reference and computer questions as time allows
  
3. Maintain library appearance
  - a) Shelve returned library materials
  - b) Straighten all areas at end of shift
  - c) Read shelves on a regular basis for the purpose of keeping materials in correct order
  - d) Pull worn items to be considered for discard or replacement
  - e) Assist with weeding as assigned
  
4. Help process and prepare library materials for circulation
  - a) Cover books, attach spine labels and barcodes, etc.

**Other Functions**

- Ensure that library policies regarding confidentiality, computer usage, internet access, record keeping, etc. are followed
- Ensure that customer service issues are resolved in a timely and courteous manner, following library policies as necessary
- Attend work on a regular and dependable basis
- Help with and promote library programs as needed

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.

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#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include accurate data entry, typing skills, and experience with computers, copiers, scanners, fax machines and mobile devices. Must be dependable, highly organized and have a strong sense of responsibility. Ability to bend, stoop and reach above the head, either from floor or on stepstool. Ability to lift 50 pounds.

KNOWLEDGE is required to perform basic math, read and follow instructions, and understand written and oral directions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include thorough knowledge of the library's Integrated Library System (Koha) and the use of the library's OPAC. Knowledge of Microsoft Office with particular emphasis on Word, Excel, and Publisher is desired. An understanding of the Dewey Decimal System is desired.

ABILITY is required to work with a wide diversity of individuals, work with a variety of data, and utilize job-related equipment. Specific ability-based competencies required to satisfactorily perform the functions of the job include the ability to understand and perform library procedures, to deal tactfully and diplomatically with staff and public, and to communicate effectively with supervisor, other staff and public both verbally and in writing.

##### **Responsibility**

Responsibilities include working under direct supervision using standardized procedures, and providing information and/or advising others. Utilization of resources from other work units is often required to perform the job's functions. There is significant opportunity to impact the organization's services.

##### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, and/or crouching; and significant fine finger dexterity. Must be able to manipulate stacks of books and similar materials weighing up to 50 pounds. Ability to lift books to shelves above head and bend to place books on shelves near floor.

**Experience** Job related experience is desired.

**Education** High School diploma or equivalent.