

**LTE SUMMER LIBRARY ASSISTANT  
COLUMBUS PUBLIC LIBRARY, COLUMBUS WI**

**NATURE OF THE JOB**

The LTE Summer Library Assistant performs professional library activities, shelves library materials, and assists in other tasks as required.

- ✓ Reports to the Library Director
- ✓ Part-time Limited Term Employment

**RESPONSIBILITIES**

1. Works well with people from a wide range of ages and interests.
2. Performs circulation desk procedures, such as checking materials in and out including interlibrary loans, registering patrons, collecting fines, printing reports, etc.
3. Assists patrons with technology in the library including copying, faxing, using library computers, scanning documents, wireless printing, and accessing microfilm.
4. Demonstrates how to navigate online library services and databases.
5. Assists library staff with summer reading program as needed.
6. Shelves materials in proper location and reads shelves.
7. Locates materials on the daily holds queue list.
8. Empties materials from outdoor book drop.
9. Performs light housekeeping.
10. Participates as an active and involved team member of the library.
11. Abides by library policies.
12. Accepts other duties as assigned by the Library Director.

**KNOWLEDGE AND ABILITIES**

1. Knowledge of English grammar and spelling.
2. Knowledge and experience with contemporary technology.
3. Ability to interact well with a diverse population.
4. Ability to maintain and promote a positive public service attitude.
5. Ability to maintain confidentiality of library patron information.
6. Ability to sort efficiently in alphabetic or numeric order, and to develop a working understanding of the Dewey Decimal system of library materials arrangement.
7. Ability to perform the following skills:
  - a. Analytical skills: follows detailed directions.
  - b. Problem solving skills: identify problems and inform supervisor.
  - c. Organization skills: accomplishes tasks with attention to detail.
  - d. Communication skills: communicate effectively and transparently in both oral and written forms.
  - e. Reading ability: effectively read and understand information contained in memoranda, reports, bulletins, budgets, etc.
  - f. Independent thinking ability: decision making without direct supervision.
  - g. Mathematical ability: understanding of basic mathematics and statistics.

