

LIBRARIAN ASSOCIATE I

Popular Library/Teen

Grade 6-A

Salary:

General Statement

Under the direction of the Department Manager provides technology and software related assistance in the department's Technology Center and performs a range of paraprofessional tasks and related duties as required.

General Responsibilities

Assists patrons with access to PCs per departmental policies, and provides basic orientation as needed. Teaches basic computer and software classes for the public. Assists patrons with software applications including Office 2000 Professional, Print Shop, Money, as well as online TLCPL resources, and general worldwide web searching. Provides minor troubleshooting and instruction for PCs, printers, scanners, etc. Maintains records of problems and places repair logs with IT as needed. Maintains current computer skills and is alert to industry and professional practices. Conducts basic reference searches, answers routine reference questions, and provides information and guidance to patrons. Keeps informed of library policies and procedures, and participates in appropriate workshops and seminars to expand and enhance skills. May be assigned to in-house committees and may serve as the Library's representative on community committees. Works cooperatively with staff members. Performs other related duties as assigned for the efficient operation of the Popular/Teen Library and the Library system.

Knowledge and Abilities Required

Familiarity of professional library principles, methods, and procedures. Ability to communicate effectively with Library users and staff. Good public service skills. Knowledge of popular software applications and the ability to learn new applications. Demonstrated knowledge of library automated catalog and other electronic resources. Ability to establish and maintain effective working relationships with associates and to relate to patrons of all ages and from diverse socioeconomic and ethnic backgrounds.

Requirements and Qualifications

An Associate's degree or equivalent, preferably in computer technology or a closely related field required. Must be able to meet the flexible scheduling requirements of the Department and the Library and be able to perform the essential functions of the position. Upon appointment a valid driver's license or access to transportation as needed is required.

Toledo-Lucas County Public Library

Bargaining Unit: APLE

Status: FT

OPERS: *Salary reflects the OPERS pick-up (retirement) paid by the Library as the employee's contribution.

Established: January 2005

DRIVER/CIRCULATION CLERK III

Outreach Services Department

Grade: 3

Salary:

General Statement

Responsible to Manager of Special Services and bookmobile librarian while on the road for safe operation of the bookmobile, taking a lead role, and efficiently performing circulation routines and related duties while serving the public with courtesy and friendliness.

General Responsibilities

Drives the bookmobile safely and is alert to indications of vehicle problems that need maintenance. Leaves the bookmobile interior clean and ready for the next day's route. Performs circulation procedures in the areas of charging and discharging of loan materials; accepting and computing of fines; registering new borrowers; processing overdues, reserves, interloans, and branch loans. May be assigned specific areas of responsibility. Assists in ensuring the efficient operation of the circulation desk by communicating information, keeping the circulation area organized and recommending improvements. May verify and process registrations. Assists in coordinating orientation, scheduling and assignments. Assists, as needed, with the daily and weekly schedules. May assist the Supervisor with ordering and maintaining supplies. Serves as a lead staff member interpreting and defining circulation policies and procedures. Directly assists patrons in solving circulation problems and concerns. Answers telephone calls and provides information to the callers or directs calls to the supervisor and/or professional librarians. Prepares receipts at the desk according to established routines and policies. Keeps informed of library policies and procedures, and attends workshops and seminars to expand and enhance job skills. May be assigned to rotate to perform duties and assignments at other Library facilities. May be required to perform other duties that are necessary for the efficient operation of the agency and the Library.

Knowledge and Abilities Required

Ability to perform detailed tasks neatly and accurately. Ability to interact pleasantly with library patrons of all ages from diverse socioeconomic and ethnic backgrounds. Ability to operate a variety of office equipment. Ability to accurately total copy sheets and balance the cash book. Skill in following directions and performing routine clerical tasks. Ability to handle book trucks used to transport materials. Knowledge of circulation policies and procedures. Ability to communicate and work cooperatively and effectively with your supervisor and co-workers. Ability to work independently.

Requirements and Qualifications

High school diploma or GED required. Required to accurately type 35 wpm. Previous experience as a Circulation Clerk preferred. Customer service and/or public service experience required. Dependability required. Ability to meet the varied scheduling requirements of the agency and the Library required. Ability to perform the essential functions of the position required. Must have physical ability to lift, load and unload up to 75 pounds of library materials and equipment. Driving record must be free of moving violations for the last three (3) years. Possession of a valid driver's license and ability to meet the library vehicle insurance requirements required.

Toledo-Lucas County Public Library

Bargaining Unit: CWA

Status: FT

OPERS: *Salary reflects the retirement pick-up paid by the Library as the employee's contribution.

Revised: February 2006