



Ho-Chunk Nation

Job Description



TITLE: LIBRARY ASSISTANT		JOB CODE: LIBA	
GOVERNMENT EMPLOYEE		EEO: 5	PAY GRADE: 11
NON-EXEMPT	NO FLEX	FUNDING SOURCE: GRANT	NATIVE AMERICAN PREFERENCE

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

The position is classified as a paraprofessional assisting the Librarian with administration and efficient functions of the library. The Assistant will also help facilitate activities which include but not limited to Ho-Chunk cultural events, book reading clubs, arts displays, author presentations, and educational speakers.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Monitor patrons on a daily basis to ensure they are receiving the correct and proper services needed to understand and/or locate subject matter.
2. Maintain organization of collections and stack maintenance on a daily basis.
3. Annual clear-out of worn-out and obsolete materials.
4. Process new materials using the recording and cataloging system and organize displays on a weekly basis.
5. Provide weekly reports to the immediate supervisor.
6. Check-in and check-out books daily.
7. Assist with library programs and events quarterly and annually based on subject matter and resource expertise such as authors or artists.
8. On a daily basis, answer phone calls, respond to inquiries, manage and receive equipment, record and file documentation.
9. Other duties as assigned within the scope of library services and resource management, weekly or monthly.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements operating plans
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with outside and inside customers
Freedom to Act	Subject to general input from supervisor



MINIMUM QUALIFICATIONS

EDUCATION:

1. High School Diploma.
2. Preferred 2-year degree.
3. Preferred post-secondary certification with courses in cataloging, reference, and automated library systems.

ESSENTIAL:

1. Background investigation.
2. Valid Wisconsin Driver's License, dependable transportation, and proper insurance.

EXPERIENCE:

1. Two-year's experience in an office setting.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Ability to focus on attention to detail.
2. Ability to problem-solve.
3. Active listening skills to understand the needs of customers.
4. Ability to speak and communicate clearly in a friendly and helpful manner.
5. Ability to coordinate and facilitate interactions with customers, other staff, and leadership.
6. Knowledge of work-related documents and nature of the materials in the library.
7. Working knowledge of electronic library systems.
8. Ability to effectively prioritize and execute tasks in a high-pressure environment.
9. Ability to ensure organizational adherence and accountability to standard operating procedures.
10. Excellent writing skills.
11. Basic computer literacy skills.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The responsible supervisor ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

WORKING CONDITIONS

1. Varied hours may be required, not to exceed normal part-time or full-time hours.
2. Intermittent travel.
3. Heavy lifting may be required.
4. Physical demands of the position are listed on the Physical Demands Worksheet.