

CAMPBELL COUNTY GILLETTE, WYOMING

Library Generalist

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job and/or department.*

DEFINITION

To perform public library desk duties in the absence of regular reference, circulation, children's, and/or branch services staff.

SUPERVISION RECEIVED AND EXERCISED

Exercise no supervision.

Receive general supervision from Library Manager or Librarian.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Important and essential duties may include, but are not limited to, the following:

1. Circulate library materials using the charge, discharge, fine, and renewal functions of the automated circulation system; handle all possible scenarios associated with each function; communicate with staff and/or patron to ensure accuracy of circulation process.
2. Add, delete, and maintain patron records using automated circulation system, with full responsibility for the completeness and accuracy of such records, including information and status of materials charged out on the patron's library account.
3. Maintain a working knowledge of audiovisual equipment in order to advise and assist patrons in use; reserve and circulate audiovisual equipment using applicable software and the automated circulation system.
4. Instruct and guide patrons in the use of Wyoming Libraries Database Catalog (WYLDLDCAT), readers advisory resources, reference databases, Internet, public computers, and children's interactive programs; troubleshoot PCs, printers, and other peripheral equipment as needed.
5. Evaluate books and other library materials for damage, general condition and cleanliness after each use; perform and/or delegate repair work as required.
6. Recommend acquisition of materials for collection development and service enhancements; weed the collection as assigned; recommend and prepare items for discard.
7. Guide patrons in making effective use of library facilities and materials; advise on library regulations and procedures.

8. Maintain a knowledge of the collections to provide research, guidance, instruction and assistance to patrons and to maintain collections.
9. Receive telephone inquiries, ascertain patron's needs and provide library services as needed.
10. Operate modern office machines and equipment including PCs, scanners, typewriters, printers, copiers, cash register, calculators, and fax machines.
11. Respond to patron/staff inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
12. Work irregular hours as assigned.
13. Adhere to safe work practices and procedures; participate in maintaining library security.
14. Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge; serve on committees as assigned.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Children's and adult literature (fiction and nonfiction) including authors and titles.
- Audiovisual equipment use, maintenance, and repair.
- General methods and techniques of research.
- Library terminology.
- General operation of electronic reference tools including on-line databases.
- Wide variety of computer software programs.
- Practices and procedures for weeding library materials.
- The Dewey Decimal Classification (DDC) System and Alpha-Numeric System for Classification of Recordings (ANSCR) System.
- Principles and practices used in interacting with the public.
- Current practices and procedures of modern library operations including cataloging and indexing.
- Modern office procedures, methods, and equipment.
- Principles and practices of working safely.

Skill to:

- Operate modern office equipment.
- Operate and maintain a variety of audiovisual equipment.

Ability to:

- Learn to search a variety of print and non-print sources to locate information.
- Learn to effectively use automated catalog system and general reference materials.
- Learn to use automated circulation system.
- Recommend both children's and adult literature (fiction and nonfiction) including authors and titles.
- Work effectively alone or as part of a group.
- Establish rapport and interact professionally and sensitively with library patrons of all ages and abilities.
- Adhere to procedures for weeding library materials.
- Troubleshoot problems with PCs, printers, and other peripheral equipment.
- Maintain accurate statistics.
- Communicate clearly and concisely, both orally and in writing.
- Follow oral and written instructions.
- Work irregular hours as assigned.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

- Three to four years related experience.

Education/Training:

- Equivalent to two years of college or trade apprenticeship and/or specialized training.

LICENSE, CERTIFICATE OR REGISTRATIONS:

Must be current or obtained within a specified time frame as defined upon employment.

- None

WORKING CONDITIONS:

Essential duties require the following:

Working Environment:

- Minimal exposure to undesirable working conditions or exposure; work evening and weekend hours as assigned.

Physical Activities:

- Essential functions require maintaining physical condition necessary for minimal physical activity such as sitting, standing, walking, kneeling, crouching/squatting/stooping/squatting, twisting upper body, and lifting an average of 25 lbs.; pushing and pulling loaded book carts; carrying library materials.