

Job Description

Human Resource Use Only	
Position Number:	
Step/Grade	H
Effective Date:	

POSITION IDENTIFICATION

Position Title:	Interlibrary Loan Associate
Department:	Library
Status:	Full-time; nonexempt
Workweek:	Varies around open hours

SUPERVISORY RELATIONSHIPS

Reports to:	Technical Services Manager
Directly Supervises:	No supervisory responsibilities

POSITION PURPOSE

The Interlibrary Loan Associate manages all aspects of the interlibrary loan services, including the borrowing and lending of materials, processing requests, and maintaining records of transactions.

ESSENTIAL DUTIES

- Coordinate interlibrary loan (ILL) activities
 - Manage all incoming and outgoing ILL requests, including multiple-copy requests, utilizing the library's integrated catalog software (ILS) and the state of Wisconsin's resource sharing platform, WISCAT
 - Know and follow internal ILL policies and Wisconsin's ILL Guidelines provided by the Department of Public Instruction
 - Oversee the processing of loanable materials
 - Prepare and route materials appropriately using the library's transit system
 - Attend meetings and training about WISCAT policies, procedures, and initiatives
 - Assist fellow staff members with use of WISCAT and ILL procedures
 - Communicate with patrons and other WI public library staff about overdue ILL materials or other materials/account concerns
 - Facilitate payments or replacements for incoming and outgoing ILL materials
- Manage the in-house multiple-copy collection
 - Receive, assemble, and organize requests for multiple copies
 - Assist groups, book clubs, and educators with checkout/in and renewal of multiple-copy requests
 - Assess the Book Club Kit collection through selection and weeding standards to ensure materials remain relevant, accurate, and in good condition
 - Organize and update the Book Club Kit binder, ensuring kit records, inventory, and supporting documentation are accurate and easy to access
- Enforce the library's policies and procedures and work to support safety and security of the building and grounds

OTHER DUTIES – the person in this role may:

- Participate in library programs, outreach, and events
- Provide assistance at customer service desks
- Perform other duties as assigned

MINIMUM POSITION QUALIFICATIONS

Education	A bachelor's degree; or any equivalent combination of training, education and experience which provides the required knowledge, skills and abilities, as determined by the City.
Experience:	Two to five years of job-related experience in a library setting or a position requiring excellent customer service skills, data management skills, and the use of advanced technology in a fast-paced, work-intensive environment.
Certifications/Licenses:	None
Other Requirements:	Familiarity with integrated library systems, online databases, print, non-print, and electronic resources.

KNOWLEDGE, SKILLS, & ABILITIES

- Strong verbal and written communication skills
- Ability to represent the library in a responsible, professional, and trustworthy manner
- Ability to adapt to changes in the work environment
- Ability to maintain a calm demeanor under stressful or unsettling circumstances
- Ability to follow detailed verbal and written instructions
- Ability to work independently with minimal supervision
- Ability to work efficiently while paying close attention to detail
- Ability to multitask and prioritize
- Ability to assess users' needs and provide assistance
- Ability to establish and maintain cooperative and courteous working relationships with staff and the public
- Ability to meet the flexible scheduling needs of the library
- General mathematics skills
- Advanced technology skills, including keyboarding, word processing, and email
- Ability to make presentations to varying sized groups of people with a wide range of knowledge and abilities
- Demonstrated ability to plan, coordinate, and expedite work projects
- Ability to demonstrate accountability, integrity, and maintain a high level of confidentiality
- Detailed knowledge specific to current trends, tools, issues, software, and skills being implemented in specific area of focus

BACKGROUND CHECKS

- Condition of Employment

PHYSICAL DEMANDS

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manual Dexterity:	Work requires the ability to circulate actively and continuously through the library space. This position requires alertness, ability to observe public behavior, and quick response to emergency situations.
Physical Effort:	The employee is regularly required to exert light to medium physical effort in light to medium work involving lifting, carrying, pushing, walking, standing,

	reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching or crawling. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required include close vision, distant vision, and ability to adjust focus.
Working Conditions:	The noise level in the work environment is moderately quiet. Work is normally indoors with controlled climate conditions. Work will require mobility during special events and programs. Employees may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions for purposes of accomplishing the essential functions of the job. Potential travel to meetings outside of the library.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.