



## Campbell County Job Description

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|-----------------------------|----------------------------|
| <b>Classification Title</b> | Branch Services Specialist |
| <b>Job Code</b>             | 106                        |
| <b>FLSA Status</b>          | Non-Exempt                 |

### GENERAL SUMMARY

Circulates library materials. Maintains and manages patron records and registrations and performs financial transactions on library materials. Develops and maintains branch library collections. Develops and presents literature-based programs for children, adults, and families. Answers patron inquiries by use of online databases, current event sources, and reference materials. Provides library services to the assigned service area. Promotes information and literacy through programming for all ages, patron services, and collection development.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Circulates library materials using the charge, discharge, fine, and renewal functions of the automated circulation system.
- Adds, deletes, and maintains patron records using automated circulation system.
- Process daily cash transactions, including payments for lost, damaged, and overdue materials. Prepares paperwork as needed.
- Provides Interlibrary Loan (ILL) services while using a variety of specialized software and the automated circulation system.
- Instructs and guides patrons in the use of Wyoming Libraries Database Catalog (WYLDCAT), reader advisory resources, reference databases, Internet, public computers, and children's interactive programs. Troubleshoots PCs, printers, and other peripheral equipment as needed.
- Develops, schedules, produces, publicizes, and presents literature-based programs for children birth through high school including book talks, storytelling, crafts, contests, music, puppetry, and other youth activities.
- Reviews new fiction and nonfiction materials and services in print, nonprint, and electronic formats. Recommends acquisition of materials for collection development



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and service enhancements. Weeds the collection as assigned. Recommends and prepares items for discard.

- Evaluates books, equipment, audiovisual, and other materials for damage, general condition and cleanliness after each use. Performs and/or delegates repair work.
- Guides patrons in making effective use of library facilities and materials. Advises on library regulations and procedures.
- Creates attractive seasonal and/or informational displays and bulletin boards.
- Recommends and assists in the implementation of goals and objectives for assigned department. Interprets library-wide policies, procedures, and resources.
- Responds to patron/staff inquiries in a courteous manner. Provides information within the area of assignment. Resolves complaints in an efficient and timely manner.
- Performs related duties as required.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience:

- At least two years of relevant college-level course work or an associate's degree from an accredited college or university in a related field
- One (1) to three (3) years of experience in a library setting
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### Required Licenses or Certifications:

- Class C driver's license



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### COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Library technology system
- Applicable software applications
- ILL protocols and procedures
- Children's and adult literature
- Library terminology

#### Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written
- Customer service

#### Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Effectively use automated circulation system
- Prepare book lists and bibliographies
- Process daily cash transactions



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### WORK ENVIRONMENT/CONDITIONS

*The work environment and exposures described here 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.*

| Work Environment                                | Seldom or Never | Sometimes or Occasionally | Frequently or Often |
|---|-----------------|---------------------------|---------------------|
| Office or similar indoor environment            |                 |                           | X                   |
| Outdoor environment                             |                 | X                         |                     |
| Street environment (near moving traffic)        | X               |                           |                     |
| Construction site                               | X               |                           |                     |
| Confined space                                  | X               |                           |                     |
| Vehicle   |                 | X                         |                     |
| Warehouse environment                           | X               |                           |                     |
| Shop environment                                | X               |                           |                     |
| Other   | X               |                           |                     |
| Exposures                                       | Seldom or Never | Sometimes or Occasionally | Frequently or Often |
| Individuals who are hostile or irate            |                 | X                         |                     |
| Individuals with known violent backgrounds      | X               |                           |                     |
| Extreme cold ( <i>below 32 degrees</i> )        | X               |                           |                     |
| Extreme heat ( <i>above 100 degrees</i> )       | X               |                           |                     |
| Communicable diseases                           | X               |                           |                     |
| Moving mechanical parts                         | X               |                           |                     |
| Fumes or airborne particles                     | X               |                           |                     |
| Toxic or caustic chemicals, substances or waste | X               |                           |                     |
| Loud noises ( <i>85+ decibels</i> )             | X               |                           |                     |
| Other   | X               |                           |                     |



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### PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The position involves light physical demands, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

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