



POSITION DESCRIPTION

2107

Position Title: Circulation Assistant

Department: Library

Pay Level: 5

FLSA: Non-Exempt

Date: July 2014

Reports To: Library Director

PURPOSE OF JOB:

The Circulation Assistant serves patrons at the main circulation desk at the Nobles County Library.

SCOPE OF JOB:

The Circulation Assistant is responsible for customer service and administrative duties of the library and protecting its assets.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive.

The Circulation Assistant carries out certain duties associated with the position.

- Registers new patrons; ensures borrowers files are up-to-date by entering changes of names, addresses, and telephone numbers and issues borrowers cards;
- Assists patrons in selection of library materials; checks in/checks out and shelves books, magazines, videos, and audio visual equipment; collects and records money for fines, rental fees and makes change; mends books;
- Assists patrons with audio/visual equipment; filling out reserve forms;
- Sets up on-line computer and other equipment at library opening; secures library for closing;
- Assists library patrons with library computers and troubleshoots software operating issues; assists with patron's personal computer devices; instructs patrons in the usage of on-line computerized catalog; assists patrons with ready reference questions and filling out inter-library loan request forms; makes copies and scans for patrons;
- Records various documents, and forms, including checks and statistical data; prepares receipts;
- Assists in the designing of posters, bulletin boards, hand-outs, etc., to promote library services and materials as needed;
- Sells, and collects money for tickets to community events;
- Assists in set up for semi-annual book sale(s);
- Answers and transfers in-coming telephone calls;
- Attends staff and other relevant meetings.
- May deliver County departments mail between buildings and the post office.

Performs work based on expected standards.

- Exercises teamwork with other county employees and management in carrying out the shared mission of serving the public;
- Follows workplace safety rules and notifies management of observed risks in a timely manner;
- Maintains the confidentiality of data that is protected by law.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

The job requires a High school diploma, or GED, with at least six months of previous customer service experience or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Previous library services experience and/or fluency in Spanish are preferred. If mail duties are assigned, a valid driver's license is required.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED

- Knowledge and experience using Microsoft Office Suite and other library software;
- Skill to utilize mathematical formulas; add and subtract; multiply and divide totals;
- Ability to efficiently utilize time and resources available to complete tasks and meet tight deadlines;
- Aptitude to read a variety of technical and administrative documentation, directions, regulations, instructions, methods and procedures;
- Skill to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech;
- Ability to effectively communicate with people to convey or exchange information; ability to interact with people; ability to effectively communicate with the general public in an approachable, professional manner;
- Ability to handle unpredictable situations in public dealings in a manner which represents the Nobles County Library system in a positive fashion.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

The Circulation Assistant must be physically able to operate a variety of automated office machines and equipment, including, but not limited to: computer, printer/copier/scanner, telephone, label maker, receipt printer, paper cutter, step stools, calculator/adding machine, audio/visual equipment, book carts, and hand tools. The Circulation Assistant must be able to move or carry job related objects or materials and be physically capable of reaching to obtain various books, boxes, tools and equipment, etc. Majority of physical demand requirements are at levels of those for library environment work. Work may include significant handling of materials and frequent light lifting. Bending may be required to shelve books.

Signature

Supervisor's Signature

Date

Date

Nobles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.



**3/5-TIME EMPLOYEE
CIRCULATION ASSISTANT, LIBRARY**

EVALUATION

1. Performance evaluation at 30 days.
2. Performance evaluation by the end of the probationary period.
3. Annual performance evaluations.

PAY STEPS (Level 5 Pay Range)

Beginning pay	\$19.14/hour
After 20 months worked	\$19.76/hour
After another 20 months worked	\$20.38/hour
After another 20 months worked	\$21.00/hour
After another 20 months worked	\$21.62/hour
After another 20 months worked	\$22.24/hour
After another 20 months worked	\$22.86/hour
After another 20 months worked	\$23.47/hour
After another 20 months worked	\$24.11/hour

All pay steps are subject to acceptable performance evaluations, review and certification by the County Administrator. All employees are paid every other Friday.

PROBATION

The probationary period on employment is 10 calendar months for a 3/5-time employee. A probationary period is established as a qualifying period during which the Agency and the employee evaluate each other to determine if they each have a continuing interest in employment. Note: The length of probation may be extended by mutual consent when there are unresolved performance issues.

Annual Leave (A/L)

It is the policy of Nobles County to provide employees necessary paid time away from work. Maximum accrual at the end of a calendar year is 288 hours for a 3/5-time employee. Annual Leave is accrued on a prorated basis (hours worked).

Years of Service	Non Exempt	
	Annual Accrual	Bi-Weekly Accrual
0 - 4 years	96 hrs	7.693%
5 -7 years	100 hrs	4.808%
8 - 14 years	115 hrs	9.234%
15 - 21 years	134 hrs	10.770%
22 – 28 years	154 hrs	12.309%
29 or more years	173 hrs	13.847%

HOLIDAYS

There are 11 paid holidays per year (prorated for 3/5 Time):

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Juneteenth	Independence Day
Labor Day	Veteran's Day	Thanksgiving Day
Day after Thanksgiving	Christmas Day	

PENSION

Public Employee's Retirement Association:

6.50% of the employee's gross income; 7.50% County Contribution

Social Security:

7.65% of the employee's gross income; 7.65% County match

UNION

This is a bargaining unit position. After one month of employment, you must decide whether or not to join the union, and if so you will pay union dues.

2024 INSURANCE Core Benefits include:

- < **Health insurance** is offered through Public Employees Insurance Program referred to as PEIP. Employees can choose from two networks and three benefit plans.
- < **Dental Insurance** pays 100% of Diagnostic and Preventive costs and 80% of Basic Services with a \$50 deductible with a maximum annual benefit of \$1,000.
- < **Life insurance** is \$25,000, doubled for accidental death or dismemberment (available for the employee only). Additional life insurance is available.

Employees can waive the core benefits but the county contribution is then forfeited. Individual selection is permitted at employee expense.

2024 employee coverage cost: 24 pay periods

(Rates include single dental and life insurance)

HEALTH INSURANCE	<u>Individual</u>	<u>Single + Spouse</u> <i>(Rates include individual)</i>	<u>Single + Children</u> <i>(Rates include individual)</i>	<u>Family</u> <i>(Rates include individual)</i>
Advantage Plan – VEBA	\$357.55	\$980.25	\$843.93	\$1070.82
Value Plan – VEBA	\$295.66	\$831.71	\$718.98	\$905.37
HSA Compatible Plan – VEBA or HSA	\$173.51	\$538.51	\$462.48	\$578.77

- Notes:**
1. The above table reflects the employee cost based on **24 pay periods** after the county contribution has been applied.
 2. The county contribution includes a monthly contribution to the VEBA or HSA account of \$120.00 for Single coverage or Single+Spouse or \$189.30 for Family or Single+Children coverage.
 3. Part-time benefits are pro-rated
 4. Employees may waive Health, Dental & Life Insurance
 5. If the core benefits are waived the county contribution is forfeited.
 6. Family Dental is available for \$50.04/24 pay periods.
 7. New employees are eligible for insurance on the 1st of the month following the month of employment.

OTHER BENEFITS:

- Voluntary Vision, Term Life, Long Term Disability, Short Term Disability, Accident, Critical Illness and Hospitalization group insurance plans
- Deferred compensation
- Section 125 – Flexible Spending Accounts

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- (1) All benefits pay and other information presented is accurate on the day it was presented and does not constitute a promise of future benefits, establish a contract or create a commitment to do any particular thing.
 - (2) Nobles County reserves the right to change policies, practices, or conditions expressed in this document without notice as the County deems appropriate. Nobles County management may vary from all written and unwritten policies and practices if, in its opinion, the circumstances require.