

By: Library
Adopted: June 23, 2014
Vote: Buswell, Harris, O'Barr, Sullivan-Leonard, Wall, and Wilson in favor

**City of Wasilla
Resolution Serial No. 14-26**

A resolution of the Wasilla City Council amending the Fiscal Year 2015 Salary Structure and Pay Ranges for Non-Union Hourly Employees of the City of Wasilla by removing the Interlibrary Loan Coordinator position, renaming Library Aide position to Library Aide I and placing the positions of Library Aide II and III on the hourly structure.

WHEREAS, pursuant to Wasilla Municipal Code (WMC), 3.55.040, Pay Ranges, a salary structure is to be adopted annually by the City Council by resolution; and

WHEREAS, the recent retirement of the Interlibrary Loan Coordinator provides an opportunity to establish a tiered system for the position of Library Aide to include the positions of Library Aide I, II and III ; and

WHEREAS, the current Library Aide job description incorporates a wide range of activities which require varying degrees of experience and ability; and

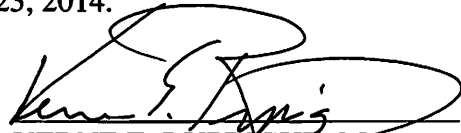
WHEREAS, a tiered system will allow current library staff performing higher order functions to be compensated and recognized for the tasks they complete on a daily basis; provide motivation and incentive for those in the Library Aide II position to learn and develop proficiency in new tasks; ultimately be an accurate reflection of the knowledge, skills and abilities required to function at a higher level within the library; bring the library in line with other public libraries within the established peer group; and

WHEREAS, if approved, the restructuring to a tiered Library Aide system will not result in an increase of full-time equivalents (FTE's) as adopted in the Fiscal Year 2015-2016 Biennial Budget; and

WHEREAS, an examination of library staffing in Ketchikan, Kodiak, Sitka, Anchorage, Fairbanks and Juneau was undertaken to determine the appropriate Grade for the Library Aide I, II & III positions.

NOW, THEREFORE, BE IT RESOLVED, that the Wasilla City Council amends the Fiscal Year 2015 Non-Union Hourly Pay Rates by removing the Interlibrary Loan Coordinator position; renaming the position of Library Aide to Library Aide I; adding the position of Library Aide II to Grade 5 on the hourly structure and pay range; and adding the position of Library Aide III to Grade 7 on the hourly structure and pay range.

ADOPTED by the Wasilla City Council on June 23, 2014.


VERNE E. RUPRIGHT, Mayor


ATTEST:



KRISTIE SMITHERS, MMC, City Clerk

[SEAL]

ADOPTED by the Wasilla City Council on June 23, 2014.


VERNE E. RUPRIGHT, Mayor

ATTEST:



KRISTIE SMITHERS, MMC, City Clerk

[SEAL]

CITY OF
WASILLA
 ALASKA

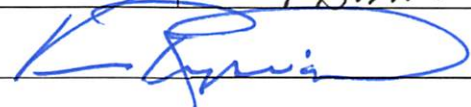
CITY COUNCIL LEGISLATION STAFF REPORT

Resolution Serial No. 14-26: Amending the Fiscal Year 2015 Salary Structure and Pay Ranges for Non-Union Hourly Employees of the City of Wasilla by removing the Interlibrary Loan Coordinator position, renaming Library Aide position to Library Aide I and placing the positions of Library Aide II and III on the hourly structure.

Originator: KJ Martin-Albright, Library Director
 Date: 6/10/2014

Agenda of: 6/23/2014

Route to:	Department Head	Signature	Date
X	Recreation & Cultural Services Director		6-11-14
X	Finance Director		6-11-14
X	Deputy Administrator		6-11-14
X	City Clerk		6-11-14

Reviewed by Mayor Verne E. Rupright: 

Fiscal Impact: yes or no

Funds Available: yes or no

Account name/number: N/A

- Attachments:** Resolution Serial No. 14-26 (2 pages)
 Non-Union Hourly Pay Rates FY2015 (2 pages)
 Library Aide I Job Description (2 pages)
 Library Aide II and III Job Description (4 pages)
 Library Aide Job Description (2 pages)
 Interlibrary Loan Coordinator Job Description (2 pages)

Summary Statement: The library staff has the equivalent of 9.5 FTEs, broken down as follows:

- Library Director – 1 FTE
- Adult Services Librarian – 1 FTE
- Youth Services Librarian – 1 FTE
- Interlibrary Loan Coordinator – 1 FTE
- Library Aide – 5 FTE
- Library Helper – .5 FTE

Currently, a majority of the staff for the library are grouped into the Library Aide position, even though the range of responsibilities, required training, and continuing education varies greatly.

The recent retirement of the Interlibrary Loan Coordinator provides an opportunity to establish a tiered system for the position of Library Aide to include the positions of Library Aide I, II and III. The current Library Aide job description incorporates a wide range of activities which require varying degrees of experience and ability. A tiered system will:

- Allow current library staff performing higher order functions to be compensated and recognized for the tasks they complete on a daily basis
- Provide motivation and incentive for those in the Library Aide II position to learn and develop proficiency in new tasks
- Ultimately be an accurate reflection of the knowledge, skills and abilities required to function at a higher level within the library
- Bring the library in line with other public libraries within the established peer group

If accepted, the proposed scenario would result in the following restructuring of the library staff, remaining at a total of 9.5 FTE:

- Library Director – 1 FTE
- Adult Services Librarian – 1 FTE
- Youth Services Librarian – 1 FTE
- Library Aide II – 2.5 FTE
- Library Aide III – 3.5 FTE
- Library Helper – .5 FTE

Library Aide I's will be non-regular hourly workers used to help cover circulation desks shifts in the absence of regularly scheduled staff.

Library Aide II's are distinguished from Library Aide I's in that staff in a II position performs all of the tasks of the I position as well as managing the circulation of library materials; access to information resources; maintaining the order, security and physical condition of the library materials and equipment; and performing a variety of daily of tasks allowing the library to provide goods and services to customers.

Library Aide III is distinguished from Library Aide II in that the employee is not restricted to basic library support tasks and performs work of a more complex nature, requiring additional training and education, such as interlibrary loans or cataloging library materials. Additionally, a Library Aide III may be assigned lead responsibility in the absence of supervising librarians (for example, on Saturdays).

Methodology and Determination of Grade Classification

Job descriptions and pay grades were reviewed for Juneau, Fairbanks, Anchorage, Ketchikan, Kodiak and Sitka. As determined by the Foraker group in the pre-development project, the public libraries most like Wasilla's in the state are located in Ketchikan, Kodiak and Sitka.

All six of the libraries reviewed incorporate something similar to a tiered system. Fairbanks and Anchorage incorporate a Library Assistant I, II & III system. Juneau and Ketchikan have Library Assistant I and II positions; Kodiak has Library Assistant, Library Technician and Library Specialist positions which are similar job descriptions to other Library Assistant I, II & III positions, and Sitka has Library Assistant and Senior Library Assistant positions.

Once the job descriptions and pay ranges were analyzed, it was determined that that the Anchorage's Library Assistant I & II and Ketchikan's Library Assistant I most closely fell in to the City of Wasilla Grade 4 Classification – these positions could be described as “circulation desk only” positions, which most closely resembles the use of Wasilla Library's non-regular hourly employee workers that work on an on-call basis. Accordingly, the proposal is to have Library Aide I be classified as Grade 4.

Juneau's Assistant Library Technician, Anchorage's Library Assistant III, Ketchikan's Library Assistant II, as well as Sitka's and Kodiak's Library Assistants, most closely fell in to the City of Wasilla Grade 5 Classification and are similar in that under the job descriptions, the people hired to these positions work on the circulation desks as well as performing a variety of tasks that prepare library items to be loaned (such as processing and mending) and tasks that aid in the day to day running of the library that beyond what a Library Aide I would do, such as preparing deposits, managing and sending overdue notices, pulling holds, etc. Consequently, the proposal is to have Library Aide II be classified as Grade 5.

Anchorage's represented and non-represented Associate Librarian positions, as well as Fairbanks' Library Assistant II, Ketchikan's Outreach Librarian, Kodiak's Library Technician and Library Specialist positions and Sitka's Senior Library Assistant position most closely fell in to the City of Wasilla's Grade 7 Classification and are similar in that under the job descriptions, the people in these positions perform all of the same tasks as those staff in lower grades, along with job functions that require greater technical expertise, education and training, such as managing lending and receiving interlibrary loans, performing cataloging of library materials, and designing programs for youth based on early literacy standards. Therefore, the proposal is to have Library Aide III be classified as Grade 7.

Financial Analysis

Working closely with the Finance Director, a financial analysis was undertaken to determine the impact on the library's budget as a result of the proposed restructuring scenario for Fiscal Year 2015. If the assumptions in the scenario are 100% accurate (what type of health insurance employees choose), the proposed changes result in an overall increase of approximately \$3,500 to the total wage and benefits costs adjusted for FY2015 based on the pay scale presented in Resolution Serial No. 14-21. It is understood by the Library Director that should events occur which create a situation where money is needed to cover personnel and wage costs, it will have to come from within the library's operations budget.

Recommended Action: Adopt Resolution Serial No. 14-26.



Job Description

Job Title	Library Aide I	Department	Recreation & Cultural Services
Reports To	Adult & Electronic Services Librarian or Youth Services Librarian	Salary Grade	4
FLSA Classification	Non-Exempt	Effective Date	July 1, 2014
City Classification	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Confidential and/or Managerial		

Mission Statement

It is the mission of the City of Wasilla to provide optimum service levels to the public as cost effectively as possible to ensure a stable and thriving economy, promote a healthy community, provide a safe environment and a quality lifestyle, and promote maximum citizen participation in government.

Summary

The Library Aide I position contributes to this mission by assisting the public in locating library resources and in the use of library resources and equipment and by performing all functions related to the circulation and use of library materials.

Essential Functions:

The responsibilities listed below are illustrative of the various types of duties that may be performed with or without reasonable accommodation:

- Provide customer service performing all functions related to the circulation of library materials according to established policies and procedures.
- Register patrons and maintain circulation and patron records using the Integrated Library System (ILS) while maintaining confidentiality of patron records; collect fines and other library charges and adjust patron records.
- Assist the public with the public computer stations, copiers, printers, in-library Wi-Fi use, and other library equipment.
- Perform basic reference interviews and obtain requested information and/or resource materials using the library catalog, online databases, and a variety of other electronic and paper resources; assist the public in obtaining information; and refer questions outside of scope of knowledge to the appropriate staff person.
- Help the public in the use of the online public access catalog (OPAC).
- Prepare the library for opening and closing, including but not limited to powering equipment on and off, putting money drawers in the safe, and securing the building.

Scope and Accountability/Supervisory Responsibility: N/A

Knowledge, Skills, and Abilities:

- Knowledge of public library policies, procedures, terminology, the Dewey Decimal classification system, integrated library systems, online databases as well as search and retrieval methods.
- Knowledge of principles and techniques of customer service.
- Ability to communicate effectively and express ideas clearly and concisely both verbally and in writing, using the English language.
- Ability to operate office equipment including but not limited to: computers and applicable software applications such as word processing, spreadsheet, and database applications; printers; facsimile; multi-line phones and keyboard.
- Ability to handle money accurately.
- Ability to understand and follow oral and written instructions.
- Ability to explain library policies and procedures clearly and accurately.
- Ability to communicate on a one-to-one basis with both adults and children in a courteous, professional manner.



Experience and/or Education:

- High school diploma, GED or equivalent.
- Minimum two years customer service experience.
- Previous clerical or library experience preferred.

Certificates, Licenses, Registrations: N/A

Physical Demands:

Primary functions require sufficient physical ability and mobility to work in a library setting. While performing the duties of this job, the employee is regularly required to stand; walk and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include the ability to read computer screens for a long period of time and to see in the normal visual range with or without correction. Specific hearing abilities required by this job include the ability to hear in the normal range with or without correction.

Work Environment:

Work is performed in a library setting. The noise level in the library will be moderately noisy due to office equipment, telephones, and other employees or members of the public using the library. Position may require evening and weekend hours and requires regular interactions with the general public including contacts of a complex or occasionally adversarial nature.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and meet the physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The City of Wasilla believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the City of Wasilla to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

APPROVED:

Department Head: _____ **Date:** _____

Human Resources: _____ **Date:** _____

Mayor: _____ **Date:** _____



City of Wasilla

Job Description

Job Title	Library Aide II and III	Department	Recreation & Cultural Services
Reports To	Adult & Electronic Services Librarian or Youth Services Librarian	Salary Grade	Library Aide II – Grade 5 Library Aide III – Grade 7
FLSA Classification	Non-Exempt	Effective Date	July 1, 2014
City Classification	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Confidential and/or Managerial		

Mission Statement

It is the mission of the City of Wasilla to provide optimum service levels to the public as cost effectively as possible to ensure a stable and thriving economy, promote a healthy community, provide a safe environment and a quality lifestyle, and promote maximum citizen participation in government.

Summary:

The Library Aide II position performs all the tasks of the Library Aide I position and also manages the circulation of library materials; manages access to information resources; maintains the order, security and physical condition of the library materials and equipment; and performs a variety of daily tasks allowing the library to provide goods and services to customers.

Library Aide III is distinguished from Library Aide II in that the employee is not restricted to basic library support tasks and may be assigned lead responsibility in the absence of supervising librarians (for example, on Saturdays). Library Aide positions are allocated to the I, II or III level based on the variety and complexity of the work assigned, knowledge required, and degree of lead responsibility.

The incumbent in either position must perform the essential functions with a high degree of accuracy, initiative and ingenuity, in a manner that reflects positively on the City and the department. As the incumbent gains experience and/or completes education, s/he may be able to move to a Library Aide III position.

Library Aide II Essential Functions:

The responsibilities listed below are illustrative of the various types of duties that may be performed with or without reasonable accommodation and are typical for this classification. Incumbents, under general supervision, perform the full range of basic library support tasks involving public contact, collecting cash, data entry, maintaining statistics, receiving and processing library materials, and keeping records, as well as following standardized procedures to perform moderately complex library support tasks involving maintenance and modification of records, preparation and execution of cash deposits, receipt and processing of library materials and assistance to the public in the use of library equipment and resources. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provide customer service performing all function related to the circulation of library materials according to established policies and procedures.
- Register patrons and maintain circulation and patron records using the Integrated Library System (ILS) while maintaining confidentiality of patron records; collect fines and other library charges and adjust patron records.
- Assist the public with the public computer stations, copiers, printers, in-library Wi-Fi use, and other library equipment.
- Perform basic reference interviews and obtain requested information and/or resource materials using the library catalog, online databases, and a variety of other electronic and paper resources; assist the public in obtaining information; and refer questions outside of scope of knowledge to the appropriate staff person.
- Provide basic reader's advisory services.
- Help the public in the use of the online public access catalog (OPAC).



- Prepare the library for opening and closing, including but not limited to powering equipment on and off, putting money drawers in the safe, and securing the building.
- Troubleshoot equipment malfunctions and resolve routine problems.
- May be assigned special projects of a technical, research or artistic nature such as flyers, banners, bibliographies, or displays.
- Perform a variety of daily tasks that ready the library to provide goods and services to customers. Some of these tasks may include the following:
- Completion of day to day office tasks, including but not limited to, preparing monies for deposit and obtaining supplies.
- Inform the public about library resources, programs and closures.
- Managing patron overdue notices, fulfilling in-system requests for library materials, and handling damaged items.
- Physically process library materials.
- Receive serials and periodicals; make claims for any missing issues.
- Perform material mending including binding, hinge, and spine repair; taping tears; replacing missing pages; cleaning and repair multimedia materials, such as CDs or DVDs.
- Answer and route telephone communications and route incoming mail.
- Receive serials and periodicals; make claims for any missing issues.
- Maintain order of the collection through routine shelf reading, inventory duties, and searching for missing and other problem items.
- Provide back up the Library Aide III and other library staff.

Library Aide III Essential Functions:

Same as described in Library Aide II above and may perform some or all of the following functions:

- Perform complex reference work and advanced readers' advisory in answering patron inquiries and technical requests. Train other staff in use of library resources.
- Assist in planning library programs, as well as in the development and implementation of special programs.
- Catalog and classify library materials.
- Write standard operating procedures for technical or other service functions.
- Schedule, prepare and perform story time programs and tours for groups of all ages of children.
- Train and provide direction to volunteers; keeps volunteer statistics and reports according to established policies and procedures.
- As requested, train Library Aide I and Library Aide II on work methods and procedures.
- Maintain Interlibrary Loan (ILL) files in an organized and accessible manner. Compile statistics, as needs dictate.
- Coordinate circulation of ILL material, including receiving, patron notification, mailing, renewals and billing.
- Interpret and follow library lending policies.
- May be assigned to assume responsibility for daily library operation in absence of supervising librarians.

Library Aide II: Knowledge, Skills, and Abilities:

- Knowledge of public library policies, procedures, terminology, the Dewey decimal classification system, integrated library systems, online databases and search and retrieval methods.
- Knowledge of principles and techniques of customer service.
- Knowledge of principles and procedures of record keeping and filing.
- Ability to communicate effectively and express ideas clearly and concisely both verbally and in writing, using the English language.
- Ability to successfully complete the Home Land Security orientation tests (Incident Command Systems) on-line, as a term of employment, as follows: Entry level ICS-100 within fifteen days of date of hire and ICS-200, ICS-700, and ICS-800 within 45 days of date of hire.
- Ability to effectively present information in person, on the telephone, and through other varying forms of electronic communication.



- Skilled in the operation of office equipment including but not limited to: computers and applicable software applications such as word processing, spreadsheet, and database applications; printers; facsimile; multi-line phones and keyboard.
- Ability to operate a 10-key by touch (100 keystrokes per minute) and possess the ability to type at a net speed of 50 words per minute.
- Ability to handle money accurately.
- Ability to work independently in the absence of supervision.
- Ability to communicate on a one-to-one basis with both adults and children in a courteous, professional manner.
- Ability to understand and follow oral and written instructions.
- Ability to explain library policies and procedures clearly and accurately.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

Library Aide III: Knowledge, Skills, and Abilities:

Same as described in Library Aide II above along with one or more of the following:

- Ability to perform copy cataloging in accordance with currently accepted cataloging standards, and the ability to perform some original cataloging.
- Knowledge of specific computer applications, including OCLC WorldShare.
- Knowledge and ability to manage a volunteer program.
- Knowledge of early literacy education principles and ability to develop library programs based on these principles.

Experience and/or Education:

- **Library Aide II:**
 - High school diploma, GED or equivalent.
 - Minimum two years customer service experience.
 - Previous clerical or library experience preferred.
 - Experience working with an automated library system desirable.
- **Library Aide III:**
 - Bachelor's degree in Library Science or a related field.
 - Substitution: Progressively responsible Library Aide II and/or technical experience and supervisor approved continuing library education may substitute for the bachelor's degree on a year-for-year basis; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Certificates, Licenses, Registrations: N/A

Physical Demands:

Primary functions require sufficient physical ability and mobility to work in a library setting. While performing the duties of this job, the employee is regularly required to stand; walk and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include the ability to read computer screens for a long period of time and to see in the normal visual range with or without correction. Specific hearing abilities required by this job include the ability to hear in the normal range with or without correction.

Work Environment:

Work is performed in a library setting. The noise level in the library will normally be quiet to moderately noisy due to office equipment, telephones, and other employees or members of the public using the library. Position may require evening and weekend hours.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and meet the physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



city of wasilla

The City of Wasilla believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the City of Wasilla to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

APPROVED:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Mayor: _____ Date: _____



Job Description

Job Title	Library Aide	Department	Recreation & Cultural Services
Reports To	Adults/Electronic Srvc Librarian or Youth Srvc Librarian	Salary Grade	4
FLSA Classification	Non-Exempt	Effective Date	April 1, 2008
City Classification	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Confidential and/or Managerial		

Mission Statement

It is the mission of the City of Wasilla to provide optimum service levels to the public as cost effectively as possible to ensure a stable and thriving economy, promote a healthy community, provide a safe environment and a quality lifestyle, and promote maximum citizen participation in government.

Summary:

Assists patrons in use of library services and helps librarians acquire and catalog materials and prepare materials for patrons. Performs daily operations in order to ensure workflow.

Essential Functions (greater than or equal to 10% of time):

The responsibilities listed below are illustrative of the various types of duties that may be performed with or without reasonable accommodation.

- Provides customer service at the circulation desk by providing reference and reader's advisory services, and performing all functions related to the circulation of library material according to established policies and procedures as well as assisting patrons at the public computer stations.
- Assists patrons at the public computer stations.
- Provides information within scope of knowledge or refers question to appropriate staff.
- Answers routine inquiries using standard bibliographic materials and/or computer data systems, and refers those requiring professional assistance to librarian.
- Helps patrons in the use of the public access catalog and multimedia equipment.
- Locates requested resources by searching the library catalog, standard reference resources, available electronic resources and the Internet.
- Performs a variety of daily task that ready the library to provide goods and services to customers. Some of these tasks may include the following:
- Completion of day to day office tasks, including but not limited to, preparing monies for deposit and obtaining supplies.
- Informs the public about library resources, programs and closures.
- Completion of day to day library tasks, including but not limited to managing patron overdue notices, fulfilling in-system requests for library materials, and handling damaged items.
- Performs copy cataloging in accordance with AACR2R standards, using MARC records.
- Performs physical processing of materials.
- Mends items as necessary and orders replacements for what cannot be mended.
- Receives serials and periodicals; makes claims for any missing issues.
- Aids in the implementation of programs and projects.
- Trains and provides direction to volunteers and community service workers.

Secondary Functions (less than 10% of time):

- Participates in staff meetings, training sessions and conferences as appropriate.
- Participates in collection development by recommending additions, deletions and reclassification of print and non-print materials.
- Other duties as assigned.



Scope and Accountability/Supervisory Responsibility:

Regular contact with libraries in the Matanuska-Susitna Library Network. Tasks and assignments are generally defined.

Knowledge, Skills, and Abilities:

- Knowledge of public library policies and procedures, library automation systems, library classification systems, online databases as well as search and retrieval methods.
- Skilled in Microsoft Office products as well as OCLC.
- Excellent verbal and written communication skills.
- Knowledge of copy cataloging standards including MARC records and familiarity with AACR2R.
- Home Land Security orientation tests (Incident Command Systems) will be required as a term of employment taken on-line: Entry level ICS-100 within fifteen days of date hire and ICS-200, ICS-700, and ICS-800 within 45 days of date of hire.

Experience and/or Education:

- High school diploma or GED.
- Minimum two years customer service experience.
- Previous clerical or library experience preferred.

Certificates, Licenses, Registrations:

- Valid Alaska Driver's License
- A current driving record obtained from the State of Alaska Dept. of Motor Vehicles.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds. Specific vision abilities required by this job include the ability to read computer screens for a long period of time.

Work Environment:

Work is performed in a library setting. The noise level in the library will normally be quiet to moderately noisy due to office equipment, telephones, and other employees or members of the public using the library. Position may require evening and weekend hours.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and meet the physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The City of Wasilla believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the City of Wasilla to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

APPROVED:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Mayor: _____ Date: _____



Job Title	Interlibrary Loan Coordinator	Department	Rec & Cultural Services
Reports To	Library Director	Salary Grade	7
FLSA Classification	Non-Exempt	Effective Date	April 1, 2008
City Classification	<input checked="" type="checkbox"/> Classified	<input type="checkbox"/> Confidential and/or Managerial	

Job Description

Mission Statement

It is the mission of the City of Wasilla to provide optimum service levels to the public as cost effectively as possible to ensure a stable and thriving economy, promote a healthy community, provide a safe environment and a quality lifestyle, and promote maximum citizen participation in government.

Summary:

Coordinates circulation of interlibrary loan material, including receiving, patron notification, mailing, renewals and billing. Recommends, implements, and enforces forms, policies, procedures for consistent and timely response to interlibrary loans.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions (greater than or equal to 10% of time):

The responsibilities listed below are illustrative of the various types of duties that may be performed with or without reasonable accommodation.

- Searches databases and processes requests in accordance with in-house and network policies.
- Monitors periodical requests to assure copyright compliance.
- Maintains ILL files in an organized and accessible manner. Compiles statistics, as needs dictate.
- Coordinates circulation of ILL material, including receiving, patron notification, mailing, renewals and billing.
- Interprets and follows library lending policies.
- Provides references and reader advisory services to patrons, incorporating instruction on the public access computer and the use of print and non-print resources. Provides information within scope of knowledge or refers question to appropriate staff.
- Participates in collection development by recommending additions, deletions, reclassification and circulation of print and non-print material, based upon use and patron needs.
- Trains library pages and volunteers, and assist in evaluation of job/duties performance.
- Participates in policy/procedure development and recommends changes based on community needs.
- Attends to customers' needs in a timely and courteous manner.

Secondary Functions (less than 10% of time):

- Participate in meetings, training sessions and conferences as appropriate.
- Performs other duties and special projects as assigned.

Scope and Accountability/Supervisory Responsibility:

Responsible for interlibrary loan services. Maintains effective and courteous working relationships with lending libraries. Serve as staff liaison to Friends of the Library advisory group. Performs all functions related to circulation of library material according to established policies and procedures. Works independently and assumes responsibility for daily library operation in absence of supervisor.



Knowledge, Skills, and Abilities:

- Ability to type 35 wpm.
- Knowledge and use of computer applications, audiovisual equipment, print and non-print resources commonly found in a public library.
- Willingness and ability to learn and use specific computer applications, including SIRSI Workflows and OCLC Resource Module.
- Ability to communicate effectively orally and in writing.
- Ability to read and comprehend written documents.
- Knowledge and understanding of Dewey Decimal classification system and familiarity with basic library services and operations.
- Ability to operate a computer keyboard with regular frequency.
- Ability to work with a wide variety of personalities and to maintain a courteous relationship with staff, other agencies and the public.
- Home Land Security orientation tests (Incident Command Systems) will be required as a term of employment taken on-line: Entry level ICS-100 within fifteen days of date hire and ICS-200, ICS-700, and ICS-800 within 45 days of date of hire.

Experience and/or Education:

- High school diploma or G.E.D. required.
- Two years library experience required.
- Experience working with an automated library system desirable.

Certificates, Licenses, Registrations:

- Valid Alaska Driver's License
- A current driving record obtained from the State of Alaska Dept. of Motor Vehicles.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk, talk or hear. The employee frequently is required to use hands to finger, hand, or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 lbs. Specific vision abilities required by the job include color vision.

Work Environment:

Setting includes busy office with multiple interruptions and a varied work pace with the general public. Shifts vary between Monday and Saturday and may include evenings.

"The City of Wasilla believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the City of Wasilla to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors."

APPROVED:	
Department Head: _____	Date: _____
Human Resources: _____	Date: _____
Mayor: _____	Date: _____