

<i>Position Title</i>	<i>Branch Substitute</i>
<i>Accountable To</i>	Branch Manager
<i>Supervises</i>	Volunteers, in absence of Branch Manager
<i>Hours & Benefits</i>	Hourly; part-time on an as-needed basis. Subject to successful completion of 90-day probationary period.
<i>Status</i>	Non-exempt
<i>Major Functions</i>	Under the direction and review of the Branch Manager, assists in the management of branch operations. Performs general circulation and reference duties.

Essential Responsibilities

- Maintains a positive, courteous and friendly attitude towards all patrons and colleagues.
- Safeguards confidentiality in the workplace for library patrons and staff.
- Understands and follows all policies and procedures of the district.
- Uses the library automated circulation system accurately and efficiently.
- Enters and maintains accurate patron records in the library's automated system.
- Processes patron requests, places holds and completes VALNet and non-consortium interlibrary loans.
- May supervise volunteers in the absence of the Branch Manager.
- Performs basic troubleshooting and regular maintenance for district equipment and software.
- Assists patrons with library resources, answers reference questions and provides reader's advisory.
- Keeps Branch Manager and district staff, as appropriate, informed of concerns that may arise at the branch level.
- Maintain an efficient, consistent and organized workflow, prioritizing tasks and completing them in a timely manner.
- Prepares and provides accurate timesheets to the Branch Manager.
- Maintains a clean and orderly workplace and works to make the library attractive and pleasant environment for patrons.

Additional Responsibilities

- Attends district board, VALNet, ILA and training meetings as requested by the Branch Manager and district staff.
- Performs other duties as assigned.

Abilities, Skills and Knowledge

- Possesses excellent communication and customer service skills.
- Ability to use a broad array of up-to-date computer programs.
- Familiar with the district's automated library system.
- Ability to work independently, with attention to detail and accuracy.

Experience and Training (Minimum)

- High school diploma or equivalent required.
- Previous library experience desirable.

Experience and Training (Preferred)

- College level course work. Degree from an accredited college in education or related field considered a plus.
- Experience with computer software applications, hardware and equipment trouble-shooting, and computer skills instruction.
- Knowledge of library materials, methods, and practices.

Working Conditions

- Physical activities of this position include sitting and standing for extended periods, reaching overhead, bending at the waist, moderate lifting up to 35 pounds.
- Competency in reading, writing and speaking English required.
- Vision must be adequate enough to read spine labels on top and bottom shelves and computer screens.

Adopted by the Prairie-River Library District Board of Trustees November, 2013. Last reviewed and updated November, 2018.

I have read and understand the foregoing job description, and agree to its contents.

Employee

Date

Director, Prairie River Library District

Date