



Menominee County Position Description

Position Title	Branch Attendant
Department	Library
Classification	Part-Time 20-24 hours per week
FLSA Status	Non-Exempt
Pay Grade	5
Reports To	Library Director
Direct Reports	None
Last Updated	05/2024

Job Summary

The Branch Attendant ensures library services for patrons at the Hermansville Branch. Advertises and collaborates for library programs, story time, and summer reading. Rotates New books from Main to branch and then to bookmobile. Suggests new book titles. Inventory of all items in the HVB Library and helps with some at the Main. Monthly statistics and HVB Book Club. Indexes the Menominee County Journal Obituaries for annual upload. Handles routine mail and phone calls for Hermansville Branch. Also works at Main branch with circulation and patron assistance. After training, this is a solo position requiring the ability to work independently.

Essential Functions and Responsibilities

The following duties are primarily performed and are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully to be qualified for the position. Other duties may be required and assigned.

Collection Maintenance:

Sorts donations, shelves them at HVB or bring to Main. New book rotation: Main-HVB-BMB. Prepares suggestions for new titles. Inventory of all items at HVB. Weeds out, discards and rotates new items weekly.

Seasonal Events.:

Advertises, promotes, gets supplies for: programs including, 6-week Summer Reading Program, Changing out Story Trail monthly through the summer. Great Start Packet Pick-up distribution. Helps with tax related info and prints forms.

Weekly Duties:

Indexes Obituaries listed in the Menominee County Journal. Storytime crafts and reads stories. Gets the mail. Home deliveries. Modifies and transfers items back and forth between HVB and the Main Library. Tidies the magazine and newspaper stand. Faxes, UPS and copies. Helps patrons on phone or computer.

Daily Duties:

Researches and suggests authors or series to patrons. Checks items in and out, renews and does holds. Calls patrons. Opens up/ Closes. Turns on computers, logs into Mobile Circ or Sirsi, checks

holds pull list, checks Library e-mails, starts patron count, sets due date stamps, shelves items, enters daily statistics, and bi-weekly payroll.

Monthly Duties:

HVB Book Club: picks out titles, distributes the next books at meeting, takes back ones we talked about. HVB statistics: patron count, reference questions, take & makes, Storytime, free puzzles, non-cataloged items, computer users, juvenile books and Friends of the Library sales. Makes New Patron card packets. Helps on patron computer: job search, e-mail address, genealogy and other info.

Shoveling, Cleaning and Decorating:

Shovels snow, dusts, mops, sweeps, paints bookshelves and table and chairs. Decorates for holiday and seasonal displays.

Minimum Education Qualifications

Education and/or Experience Requirements:

- Highschool diploma or equivalent.
- No experience required.

Licenses, Certifications, and Other Requirements:

- Library of Michigan Training-Basic Workshop – To be completed within the first year of employment

Minimum Knowledge, Skills, and Abilities Qualifications or the ability to learn the following

In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential. It is also important to be willing and able to learn following.

- A. **Library Operations Knowledge:** Understanding of library operations, including circulation procedures, cataloging systems, shelving, and basic library classification (such as Dewey Decimal or Library of Congress Classification). Knowledge of library policies, procedures, and services is essential.
- B. **Customer Service Skills:** Strong customer service skills are crucial for interacting with library patrons of all ages and backgrounds. Library Branch Attendants should be friendly, approachable, and able to assist patrons with finding materials, answering questions, and providing information about library programs and services.
- C. **Communication Skills:** Effective communication skills, both verbal and written, are important for interacting with patrons, coworkers, and library administration. Library Branch Attendants must be able to communicate clearly and professionally, whether in person, over the phone, or through email and other communication channels.
- D. **Organization and Attention to Detail:** The ability to organize library materials, maintain order on shelves, and accurately handle circulation transactions is essential. Library Branch Attendants must pay attention to detail to ensure that books, media, and other materials are properly shelved, checked in/out, and accounted for.
- E. **Technology Proficiency:** Familiarity with library automation systems, circulation software, digital resources, and basic computer skills is beneficial. Library Branch Attendants may assist patrons with using library computers, accessing online catalogs, and troubleshooting technology-related issues.
- F. **Problem-Solving Skills:** The ability to address patron inquiries, resolve issues with library materials or equipment, and handle unexpected situations effectively is important. Library

Branch Attendants should be proactive in finding solutions and providing assistance to patrons.

- G. Teamwork and Collaboration: Working collaboratively with other library staff, volunteers, and community partners is essential. Library Branch Attendants may participate in team meetings, assist with library programs and events, and contribute to a positive work environment.
- H. Flexibility and Adaptability: Library Branch Attendants should be adaptable to changing schedules, tasks, and patron needs. They may work in different areas of the library, assist with special projects, or cover shifts as needed.
- I. Cultural Awareness and Sensitivity: Awareness of cultural diversity and sensitivity to patrons' cultural backgrounds and needs are important. Library Branch Attendants should promote inclusivity and respect for all library users.
- J. Passion for Libraries and Reading: A genuine passion for libraries, reading, and promoting literacy is valuable. Library Branch Attendants play a role in fostering a love of reading and learning within the community and should be enthusiastic about sharing the benefits of library resources.

In evaluating candidates for this position, Menominee County may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.

Physical Requirements

- Extended periods of sitting at a desk and working on a computer.
- Extended periods of repetitive hand movements for typing, counting money, and writing.
- Extended periods of standing or walking.
- Requires ability to squat, crouch, kneel, and bend.
- Requires ability to push, pull, and reach above shoulder.
- Ability to lift up to 50 pounds.

Work Environment

- Work is mainly indoors.
- Occasionally work with irritated/agitated individuals.
- Frequent work-related travel.

EOE / ADA Statement

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

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an

employment agreement or affect the at-will nature of the employment arrangement between the employee and company and is subject to change by the employer as the needs of the employer and requirements of the job change.