



**Christian County Library
Job Description**

Job Title: ILL/MOBIUS Assistant

FLSA Status: Non-Exempt

Schedule and Hours: Part-Time 20 hours a week; Alternating Mondays and Saturdays, 9:30 a.m.-6:00 p.m., Thursdays, 9:30 a.m.-1:30 p.m. or 1:30 p.m.-5:30 p.m. Fridays, 9:30 a.m.-6:00 p.m.

Location: Nixa Community Branch

Salary: \$10.30 - \$12.00; depending on experience

Deadline: First consideration Saturday, May 15, 2021, by 6:00 p.m. Review of applications will continue until the position is filled.

[CCL Employment Application](#), resume, letter of interest, and list of references can be emailed to Brandon Jason at bjason@christiancountylibrary.org or mailed to:

Nixa Community Branch
208 N. McCroskey St
Nixa, MO 65714
Attn: Brandon Jason

Summary: Responsible for working with the ILL (InterLibrary Loan)/MOBIUS (Missouri Bibliographic Information User System) Coordinator to process patron requests and deliveries of requested materials.

Duties and Responsibilities include the following. Other duties may be assigned.

- Process MOBIUS Requests from Patrons.
- Use the MOBIUS system to fill requests from patrons.
- Maintain the MOBIUS database with patron requests.
- Process books coming into the library to be placed on the hold shelf for patrons.
- Process books to be returned to the lending library.
- Communicate with patrons regarding MOBIUS requests and materials.
- Communicate with MOBIUS staff and other libraries regarding problems.
- Bring any issues with items to the ILL/MOBIUS Coordinator and/or Branch Manager to help resolve.
- Process InterLibrary Loan Request from Patrons.
- Use the InterLibrary Loan system to fill requests from patrons.
- Maintain the InterLibrary Loan database with patron requests.

- Process books coming into the library to be placed on the hold shelf for patrons.
- Process books to be returned to the lending library.
- Communicate with patrons regarding MOBIUS requests and materials.
- Communicate with InterLibrary Loan organization and other libraries regarding problems.
- Bring any issues with items to the ILL/MOBIUS Coordinator and/or Branch Manager to help resolve.
- Record and send statistics regarding outgoing materials to InterLibrary Loan organization.
- Run reports from Sierra ILS to gather ILL/MOBIUS list information.
- Update bibliographic records as required.
- Effective, timely, thorough, and respectful communication with co-workers and administration in various forms such as, but not limited to: verbally (in person and on phone), written (day notebook, email, message on lockers, etc.), and other forms as dictated by the situation.
- Effective, timely, thorough, and respectful communication with Administration on the following topics.
 - Scheduling requests; Vacation or PTO submitted in writing via an email 4 weeks in advance.
 - Absences, including whether or not an employee is using leave for time missed.
 - If there is an issue with a co-worker's performance.
 - Procedural changes or issues.
 - Policy changes or issues.
 - Other topics not addressed here.
- Effective, timely, thorough, and respectful communication with IT on technological issues and use of the IT ticket document when appropriate.
- Assisting at the Circulation Desk and Drive-Up Window as Needed.
 - Answering the phone and handling the needs of patrons.
 - Checking out library materials to patrons.
 - Checking in returned materials.
 - Assisting with technology questions.
 - Other miscellaneous tasks related to the circulation desk.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Computer Skills:

To perform this job successfully, an individual should have knowledge of working knowledge or print, non-print, digital, and online information sources available from a wide variety of sources, including publishers, the Internet, and library and vendor-based systems, as well as internet software.

Education/Experience:

High school diploma or general education degree (GED).

Specialized Training:

- Prefer some college coursework.

Knowledge, Skills, and Other Abilities:

- Customer Service.
- Respect: Courteous, reliable, and dependable.
- Positive Attitude.
- Accountability.
- Innovation and Initiative.
- Teamwork.
- Familiar with the organization of public libraries.
- Excellent communication skills- written and oral .
- Basic computer skills- familiar with using the internet, Microsoft Office Suite products, and Email.
- Excellent people skills.
- Reliable, responsible, dependable, honest, organized, quick learner.
- Working knowledge of reader interest levels, book, authors, and reference sources.
- Working knowledge of automated library circulation systems and online databases.
- Working knowledge or print, non-print, digital, and online information sources available from a wide variety of sources, including publishers, the Internet, and library and vendor-based systems.
- Ability to develop or demonstrate the necessary supervisory, decision-making, leadership, team-building, strategic, conflict resolution, and marketing skills.
- Ability to set priorities and coordinate multiple projects.
- Ability to successfully maintain performance of assigned duties and responsibilities to achieve the desired outcome.
- Ability to communicate effectively verbally, in writing, and by listening.
- Ability to interact in a positive, effective manner with coworkers, Director, and general public.
- Ability to perform with minimum of supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability, and timeliness.
- Ability to adapt to multiple demands and changing priorities, to learn, and be willing to embrace change.
- Ability to present ideas and provide instruction. Comfortable with teaching and use of various forms of technology.
- While performing the duties of this job, the employee is frequently required to stand, and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 20 pounds.