CITY OF MADISON

	POSITION DE	SCRI	PTION		
1.	Name of Employee (or "vacant"):	5.	Department, Divi	sion & Section:	
	Vacant (Change 100% adm clerk vacancy to 80% library clerk)		Central Library, Re	eference & User Services	
	Work Phone: 266-6359				
2.	Class Title (i.e. payroll title):	6.	Work Address:		
	Library Assistant I		201 W. Mifflin St. 53703		
3.	Working Title (if any): Interloan/Web support library assistant				
4.	Name & Class of First-Line Supervisor:	 7 .	Regular daily hou	ırs of work:	
	Carol Froistad		Hours/Week:	80% of 38.75 (31 hrs/wk); schedule varies to cover all open hours	
	Work Phone: 266-5900		From:	То:	
8.	ate of hire in this position:				
9.	rom approximately what date has employee performed the work currently assigned:				
10. Position Summary: Oversee the daily workflow of clerical and page staff in ILL as well as processing interloan requests as needed. Support the library's web resources. Provide customers with reference and reader's advisory service internet assistance. Help ensure a welcoming environment at the library.					
11.				ar de de selection	
Time % Functions and Worker Activities: (Do <u>not</u> include duties done on an "Out-of-Class" basis.)					
32	provide interlibrary loan service including coordinating daily clerical work flow; process Interlibrary Loan requests; answer questions from customers and staff in other libraries; work with the on-line application that is used to support sharing between libraries outside our system				
32	Under the direction of the Library's web resources coordinator update web pages and assist in library use of social software, web applications and library databases				
32'	% Provide public service: reference, reader's advisory, internet a for all	Provide public service: reference, reader's advisory, internet assistance and training, and maintaining a welcoming environment for all			

2%

2%

training to continue to support above activities

staff meetings and team projects