

## **Job Duties**

**Under general supervision, this position performs interlibrary loan activities for NEILSA and the ILRC and processes and tracks compliance of E-rate applications. Assists administrative/professional staff in carrying out program responsibilities by providing general office support services of moderate to considerable diversity and scope.**

## **Illustrative Examples of Work Performed**

- **Processes interlibrary loan requests using SILO and OCLC.**
- **Processes Iowa Literacy Resource Center (ILRC) materials and requests.**
- **Processes incoming and outgoing mail.**
- **Take mail to post office daily.**
- **Deliver materials to other agencies as needed.**
- **Maintain files and spreadsheets for processing E-rate applications.**
- **Perform various office tasks in relieving the administrative staff of routine tasks. May include report preparation and some data analysis.**
- **Assist with reference activities.**

## **Knowledge, Abilities, and Skills**

- **Knowledge of English, spelling and math.**
- **Knowledge of basic office practices and competency with basic office equipment such as fax machine, copier and personal computer (including basic office software and the ability to learn more specialized programs).**
- **Ability to follow oral and written instructions accurately and efficiently.**
- **Able to establish and maintain effective working relationships with others; to deal tactfully with the public.**
- **Ability to travel as job requires.**
- **Physically able to lift packages up to 50 pounds in and out of vehicles.**
- **Ability to work with limited supervision once procedures and skills are learned.**
- **Prompt and punctual.**
- **Minimum typing speed of 25 wpm.**

## **Education, Experience, and Special Requirements**

- **High school diploma.**
- **Prior experience in working with the public preferred.**
- **Valid Iowa driver's license for delivery duties and excellent driving record.**
- **Public library and bookkeeping experience a plus.**

**To Apply: Send application, resume and 2 references to Northeast Iowa Library Service Area, 415 Commercial Street, Waterloo, IA 50701. Applications accepted until position is filled.**