



TITLE: Library Associate I Adult Services

GRADE: 7

FLSA: Part-time – 25 hours per week

DATE: 08/18/2022

REPORTS TO: Adult Services Manager

Job Summary: Provide assistance and information to visitors of all ages at the Paul S. Sarbanes branch.

Essential Functions:

1. Works at Reference and Circulation Desk assisting the public. (One desk model)
 2. Provides general assistance to Library visitors of all ages. Assistance may include use of the online catalog, locating materials, placing holds and interlibrary loans, signing up for and using computers, using library equipment, as well as using print and electronic resources to answer basic reference and information questions, and referring customer questions to other staff when additional expertise is needed.
 3. Provides informal instruction to library customers in accessing and using computers, electronic and Internet information resources, and software.
 4. Serves as first point of contact in addressing visitor issues, security incidents, policy and procedure questions, and other concerns, and resolves issues to the degree possible and appropriate, and/or refers issues to Library Associate or Manager as needed.
 5. Participate in collection development, materials selection, weeding, displays and other collection related activities as assigned.
 6. Assists with programs for the public as needed.
 7. Assists with maintaining and constructing library displays.
 8. Other duties as assigned.
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Required Knowledge, Skills, and Abilities:

Strong desire to work with the public

Excellent communication and inter-personal skills

Knowledge of library and customer service

Above average computer and software skills, including ability to teach others

Ability to use print and electronic information resources

Ability to understand and interpret library policy and procedure and explain it to customers

Ability to solve problems, negotiates issues, and makes judgments and decisions.

Specialized knowledge, licenses, etc.: LATI (Library Associate Training Institute) certification requires for Bachelor's degree employees within 2 years of hire with certification required every 5 years.

Supervisory responsibility, if any: None

Education and Experience:

1. Bachelor's degree
2. No experience required; Library experience highly desired.

Physical and Environmental Conditions:

Positions based at Main Library. Evening and weekend hours may be required. Light physical effort in the handling of light materials or boxes up to 30 pounds.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.