

JOB DESCRIPTION



Position: Library Associate
Status: Non-Exempt
Range: \$14.50 \$23.97
Reports to: Head of Adult Services
Supervises: None

JOB SUMMARY

The Adult Library Associate position performs highly technical work involving the delivery of library services to library patrons of all ages. Incumbents in this category are expected to develop and maintain a collection of materials which match the educational, reference, and recreational needs of the community. Library Associates instruct and assist patrons in use of library materials, equipment, and computers. Incumbents perform library programs and activities which are age relevant for the group to which it is directed. The position requires the ability to work under demanding circumstances. The incumbent in this position is under the direct supervision of the Department Head.

ESSENTIAL JOB FUNCTIONS

1. Selects materials by subject or age related, fiction or nonfiction, or by format through evaluation of current titles, future needs, and present collection.
2. Performs computerized searches on in-house, local, regional, and national bibliographic and information databases utilizing various search strategies.
3. Manages resource collections, making optimum use of available shelving and storage facilities in order to have the most heavily used materials out for public use.
4. Prepares and presents programs directed at the various publics the library serves.
5. Participates in bibliographic description of books and other items for maximum patron understanding and accessibility.
6. Orients library patrons to the library and its services.
7. Instructs patrons in the use of basic office software and library related Apps on personal electronic devices.
8. Attends educational programs and reads literature to keep up-to-date on new developments in the library field.

9. Provides reference services, including assistance with literature searches, bibliographies, and answering reference questions.
10. Assists in the delivery of new services to increase the use of the library collection and to add to the educational capabilities of the library.
11. Catalogs and classifies library materials.
12. Provides assistance and assessment of the information needs of the library patrons in order to effectively manage and update library services.
13. May provide assistance in initiating and maintaining community contacts.
14. Participates in the development and implementation of planning and visioning for the department.
15. Participates in professional organizations, shares information by networking, teaching workshops, and preparing group presentations in the community and at local, state, and national conferences.
16. Pursues professional development by serving on PDL committees, and attending meetings, workshops and conferences to maintain up-to-date knowledge and skills of pertinent Library policies, procedures and equipment.
17. Provides circulation services, as operations require.
18. Performs other duties as assigned.

KNOWLEDGE, SKILL AND ABILITIES

1. Ability to work under general supervision with latitude in exercising independent judgment and discretion subject to Library policies, procedures and professional practices.
2. Interpersonal and communication skills necessary to interact with various library staff and patrons in an effective and courteous manner. Communicate effectively in both oral and written forms.
3. Analytical ability to maintain accurate statistics.
4. Visual acuity and physical skills necessary to retrieve library materials from shelves and storage areas, maintain library materials and operate equipment. The incumbent is required to have the physical ability to push/pull fully loaded book carts and lift/carry materials weighing up

to 40 pounds.

5. Hearing ability to answer telephone and patron inquiries.
6. Computer skills necessary to effectively access information on the computer.
7. Ability to operate a variety of library equipment including a computer, fax and copy machine.
8. Ability to work independently.
9. Ability to handle multiple projects and assign priorities.
10. Must be able to read, write and understand the English language.
11. Must be able to operate office equipment including management tools (Windows applications, databases, etc.)

WORKING CONDITIONS

1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust, and noise.
2. Job requires walking, standing, sitting, bending, stooping and reaching. Requires the use of a video display monitor, keyboard, and mouse.
3. Employees may interact with upset staff and /or public and private representatives in interpreting and enforcing library policies and procedures.
4. Work hours may be varied, including evenings and weekend hours.

EDUCATION, EXPERIENCE AND TRAINING

1. The job requires a Bachelor's degree from a four year college or university. A preference may be given to those possessing a Masters Library Science degree.
2. One year of library related work experience preferred.
3. Must be able to obtain a limited professional certificate.
4. Working knowledge and understanding of the principles, methods and practices of public library operations, including search methods, reader's advisory and reference interviews. Incumbent is also required to acquire knowledge of the policies and procedures of Portage District Library. (Preferred)
5. Knowledge of available circulating materials and basic reference sources. (Preferred)

6. Working knowledge of public library computer hardware and software operations (e.g., on-line and CD-ROM databases) and how to access and search them. (Preferred)