

Position Description: Library Associate—Adult Services

Immediate Supervisor: Library Director
Hours per Week: approximately 10-30

Classification: Hourly
Revision Date: June 2016

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of employer and requirements of the job change.

- I. **GENERAL PURPOSE:** Under the direct supervision of the Library Director, this position primarily focuses on adult services with programming, marketing and outreach required. Assists in the daily operations of the library and routine circulation desk procedures.
- II. **SUPERVISION EXERCISED:** This position is responsible for general supervision of the library in the absence of the library director. Responsible for the supervision of Library Clerk(s).
- III. **ESSENTIAL DUTIES AND RESPONSIBILITIES:** The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
 - a. Performs circulation desk duties, which includes: charging and discharging materials; monitoring overdue, lost, or damaged items; notify patrons regarding bills and fines assessed to account.; receiving and recording fines; interviewing applicants for library cards and verifying identification; answering phones; and assisting patrons with computers, online catalog and copy machines.
 - b. Shelves materials in Alpha-Numeric order in accordance of library designations.
 - c. Provides reader's advisory, reference and other patron assistance services.
 - d. Conducts tours of the library and gives presentations to the public in and outside of the library.
 - e. Maintains appearance of the library
 - f. Participates in the preparation of periodicals for circulation and maintenance of the periodicals collection.
 - g. Participates in fulfilling paging slips, preparing items for courier delivery, processing of courier-delivered materials, and maintaining the holds shelf.
 - h. Recommends policies and procedures to the library director.
 - i. Assists with weeding and inventory of collection.
 - j. Maintains up-to-date knowledge of Overdrive and issues surrounding the use of e-materials.
 - k. Catalogs and processes materials for circulation including basic repairs on library materials.
 - l. Apprises Director of any situations that occur while supervising library.
 - m. Plans and implements a regular schedule of programs for teens, adults, and families.
 - n. Maintains website and social media materials with regular updates, informative links, and promotion of library activities.
 - o. Collects and organizes statistics related to programming and outreach.
 - p. Prepares booklists and promotional materials.
 - q. Provides information and recommendations that can be used for materials selection.
 - r. Fulfills obit database and microfilm searches.
 - s. Performs various housekeeping tasks including: dusting shelves, straightening library appearance, watering plants, vacuuming, cleaning restrooms and other duties as assigned.

- t. Attends training when directed.
- u. Performs other related work.

IV. Desired Minimum Qualifications:

- a. Education:
 - i. High School diploma or equivalent required with a bachelor's degree or equivalent preferred.
- b. Experience:
 - i. One year of experience in a service institution with comparable demands and responsibilities (e.g. working directly with the public) preferred.
 - ii. One to two years of public library experience preferred.
 - iii. A valid driver's license is required.
- c. Necessary Knowledge, Skills and Abilities
 - i. Working knowledge of:
 - 1. Computer applications, including Microsoft Office and email.
 - 2. Social media applications
 - ii. Skill in proper and safe operation of:
 - 1. Personal computers including word processing, spreadsheet, email and web applications; various audio visual equipment; calculator; phone; copy machine; and other standard office equipment.
 - iii. Ability to:
 - 1. Develop and implement programs for people of all ages.
 - 2. Gain a working knowledge of authors, books and library materials.
 - 3. Willingly travel to programs throughout the community and to meetings and/or training opportunities outside the library.
 - 4. Gain a working knowledge of current and developing technologies as they relate to public library operations and services.
 - 5. Effectively present information and respond to questions from patrons.
 - 6. Properly execute opening and closing duties.
 - 7. Maintain confidentiality of library patron information.
 - 8. Follow detailed instructions.
 - 9. Gather statistics, analyze information and write reports.
 - 10. Understand library policies and procedures and apply them to library operations.
 - 11. Work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
 - 12. Maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.
 - 13. Maintain skills through active participation in appropriate continuing education activities.
 - 14. Speak, read and write the English language within a professional setting.
 - 15. Effectively count money, both coins and bills.
 - 16. Practice good personal hygiene and dress in a manner appropriate for the position and in conformance with the general business dress standards addressed in the Library's Personnel Policy.

V. WORKING CONDITIONS

- a. Physical Demands of the Position

- i. Ability to work in confined spaces.
 - ii. Ability to bend/twist/reach.
 - iii. Far vision at 20 feet or further; near vision at 20 inches or less.
 - iv. Fingering: Keyboarding, writing, filing, sorting shelving and processing.
 - v. Handling: processing, picking up and shelving books.
 - vi. Lifting and carrying 50 pounds or less.
 - vii. Pushing and pulling objects weighing 300-400 pounds on wheels.
 - viii. Sitting, standing, walking, climbing, stooping, kneeling and crouching.
 - ix. Talking and hearing; use of telephone.
- b. Environmental/Working Conditions:
- i. Flexible working hours – frequent evening and weekend hours.
 - ii. Primarily done indoors, outside programming is possible.
- c. Equipment Used: Audio-visual equipment, book truck, calculator, camera, cash register, copy machine, library automation system, microfilm reader/printer, telephone, computer.

VI. AUGUSTA PUBLIC LIBRARY POLICIES AND PROCEDURES

- a. This position is bound by the policies set forth by the Library's Board of Trustees and the procedures held by the library to maintain such policies.

VII. SELECTION GUIDELINES.

- a. Formal application, rating of education and experience; oral interview and reference check.

VIII. LISTING OF HOURS AND WAGES

Hours per week: _____

Starting salary: _____

IX. ACKNOWLEDGMENT OF UNDERSTANDING

I, _____, have read and understand the job description for my position.

Name: _____ Date: _____