

JOB DESCRIPTION
LINEBAUGH PUBLIC LIBRARY SYSTEM
LIBRARY ASSOCIATE

1. JOB TITLE: **LIBRARY ASSOCIATE**

DEFINITION: The position of Library Associate is responsible for performing various duties primarily concerning the operation of the Circulation and Reference departments with the Linebaugh Public Library System. This employee has extensive contact with the public. Duties include, but are not limited to: the circulating of books and other library materials, assisting patrons in locating and using needed reference materials; assisting patrons in accessing and using reference databases; assisting patrons in using computers and conducting research on the Internet; assisting patrons in locating library materials in various areas of the library; performing daily maintenance of periodicals; and performing readers advisory services. This is an entry level position. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act.

3. ORGANIZATIONAL RELATIONSHIP:

Report to:

Circulation Supervisor **OR**

Reference Supervisor **OR**

Branch Librarian **OR**

Branch Supervisor **OR**

Department Supervisor

4. EQUIPMENT/JOB LOCATION:

- a. A Library Associate must be capable of operating computer and library automation systems, telephone, and other office equipment.
- b. The job location is at any site within the Linebaugh Public Library System. Work is generally performed indoors and in a smoke-free environment.

5. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Performs all functions of the Circulation Department which include but are not limited to checking out books and handling their return, overdue fines, and registering new patrons.
- b. Accurately maintains records and handles funds.
- c. Accurately shelves, dusts, mends library materials, and assists in emptying book drop.
- d. Uses library automation system and resources to respond to patron inquiries.
- e. Provides information to patrons regarding library programs and services, performing readers' advisory services, locating needed reference materials, ILL requests, library automation systems, and other resources.
- f. Assists patrons in locating library materials in ALL areas of the library.
- g. Assists in maintaining reference databases and instructs patrons in the use of electronic media.
- h. Performs daily maintenance of periodicals and other routine reference functions.
- i. Ability to comprehend and follow existing policies and procedures.
- j. Performs all department routines and responsibilities efficiently and effectively.
- k. Performs assigned tasks within times comparable to those of others in a similar position.
- l. Maintains confidentiality about information learned on the job.
- m. Maintains good communication with direct supervisor.
- n. Other related duties as required.

6. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- a. Ability to rapidly acquire knowledge and skills in the practices and techniques of modern library operation, including the digital library, online references, Internet, references on CD-ROM, and computer networks.
- b. Possesses temperament and good judgment to effectively deal with the public and/or library employees, some of whom may be irate or unreasonable, both by phone and personal contact.
- c. Ability to type and use general office and library equipment, including telephone, computers, audio-visual equipment, and other modern office and library equipment as needed.
- d. Ability to learn various software programs, computers and the adeptness necessary to utilize the computer as a working tool.
- e. Ability to handle the mental/visual strain involved in the use of printed materials, computer screens, preparing statistics, reports and working with staff.
- f. Ability to prioritize duties of position and efficiently complete the responsibilities of the job.
- g. Sensitivity to issues pertaining to diversity in the community.
- h. Reputation of honesty, integrity, and reliability of behavior.
- i. Possess excellent communication skills, both written and oral.
- j. Ability to understand and carry out oral and written instructions and posted schedules.
- k. Ability to comprehend and follow Board and Director Policies.
- l. Possess physical and mental ability to work independently to the extent appropriate to the position.
- m. Ability to perform the duties of the job for an entire workday.
- n. Ability to work evenings and weekends as needed.
- o. Must have legal authorization to work in the United States of America.
- p. Must not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling or controlled substances.
- q. Must be able to handle pressures of deadlines, cope with frequent interruptions and a variety of situations necessitating alertness and stamina.
- r. Ability to perform a variety of tasks simultaneously or in rapid succession, prepare accurate records and reports.
- s. Ability to read and comprehend reports, policies and other documents.
- t. Ability to work effectively under supervision.
- u. Ability to stoop, stretch, climb, lift, carry, shelve and retrieve books and materials from shelves and storage locations (generally not exceeding 40 pounds).

7. EXPERIENCE AND TRAINING:

- a. Must be at least 18 years old.
- b. High School diploma or G.E.D. equivalency.
- c. Prior experience working in customer service environment preferred.
- d. Prior library experience preferred.

NOTE: This job description describes the nature and level of assignments normally given in this position. It is not an exhaustive list of duties. Employees may be expected to perform additional related duties which are specific to their area that may not be reflected in this summary.