

Barron Public Library

Part-Time Library Associate I

Provides a wide variety of basic public, technical and clerical services including information and reference service, reader's advisory, cataloging, circulation services, and administrative support

Reporting Relationships

- Report to the Assistant Library Director

A. Essential Duties and Responsibilities

- Performs circulation desk duties i.e. (greeting patrons, checking materials, staffing, etc.)
- Registers and updates patron records.
- Maintains library areas i.e. (sustaining orderly shelves, refilling displays, etc.).
- Process materials for patrons and other libraries.
- Interacts with basic computer software and library specific computer programs
- Withdraws, repairs, or reconditions library materials
- Process materials for patrons and other libraries
- Responsible to unload the (outside) book drop
- Provides instruction and information to patrons about library usage, formats, technologies, and equipment
- Participates in staff meetings
- Responsible for following opening and closing library procedures
- Conducts general clerical duties
- Assists with special projects, events, and community outreach
- Accomplish tasks that support the functioning of the library
- Performs related duties as required

B. Education and Experience

- High school diploma or equivalent
- Library experience preferred

C. Knowledge and Ability Requirements

- Knowledge of routine library policies and procedures
- Maintain professional growth through possible continuing education workshops, conferences, and webinars
- Ability to communicate effectively with the public and coworkers
- Computer skills necessary to use the online circulation system, assist patrons, and access online catalogs
- Ability to operate office equipment such as: a photocopy machine, microfilm reader and printers, calculator, receipt printer, computer printers, and disc repair/cleaning machine
- Ability to follow library processes
- Ability to work independently and as part of a team
- Ability to maintain confidentiality and use appropriate judgment in handling information and patron records
- Complete tasks with quality, accuracy, timeliness and thoroughness
- Ability to be available work hours that include evenings and weekends

D. Physical Demands and Working Environment

- The physical demands described here are representative of those that, with reasonable accommodations, may enable qualified individuals with disabilities, to successfully perform the essential functions of this job.
- The position requires the ability to sit for long periods of time, stand, bend, twist, crawl, carry, and stoop to carry on a daily basis.
- The position requires the ability to handle, feel and/or operate objects, tools, or controls.
- The employee is required to retrieve, replace, and reach materials for items on shelves of various heights.
- A valid driver's license is required for travel to professional development and outreach opportunities.
- Flexibility to work hours during weekdays, evenings, and weekends during regular library hours of operation is a requirement of this position. Hours of work are to meet the needs of the organization.
- Work is performed primarily in a library environment.
- The duties listed 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.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The 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 the employer and requirements of the job change.

The **probationary period** for this position shall be six (6) months.

Barron Public Library, in compliance with state and federal laws and regulations that include the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), does not discriminate on the basis of disability. Barron Public Library is an Equal Opportunity Employer.

Barron Public Library - Library Director/Manager Job Description approved on January 4, 2018
by Barron Public Library's Board of Trustees