



BARRON PUBLIC LIBRARY

10 North 3rd St, Barron, WI 54812 · 715.537.3881 · barronpl.org

Barron Public Library

Position Description: Library Associate I

Part Time: 15 – 24 hours per week, not to exceed 1200 hours in rotating year

Classification: non-exempt

Date adopted: 01/23/2023

GENERAL STATEMENT OF DUTIES. This position performs technical and clerical duties in support of library operations and activities. Responsible for staffing the circulation desk, aiding library users, explaining library policies and procedures, providing general information about library services, ensuring the safety and security of materials, facility, and people within the library.

SUPERVISION RECEIVED AND EXERCISED. The Library Associate reports directly to the Library Director. Work is performed under immediate supervision from the Library Director and the guidance of the Barron Public Library Employee Handbook and service policies. Ability to act as person-in-charge in emergency situations followed by detailed reporting to Library Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES.

- Assist the public with the available library services
- Have full knowledge and understanding of the library's policies and procedures and uphold policies. Ensure that all library policies and procedures are followed.
- Responsible for keeping all public areas and the building in a state of working order. Tasks may include straightening shelves and chairs, light housekeeping and organizing work areas. Reporting any problem areas to Director and take action to resolve problem areas.
- Circulation Desk: Perform the full range of circulation desk duties. Circulation duties include checking library materials in and out; empty book drops; sort incoming mail; check in new issues of newspapers and other periodicals; maintain public copy machine and assist patrons with its use; answer the phone and direct calls as appropriate; maintain a state of order at the desk and in public areas of the library; assist with the documentation and updating of circulation procedures; process courier service; fulfill daily holds;

create and maintain library records; create new patron records; update patron records; sort and shelve returned materials following library guidelines; handle materials with missing pieces or damage according to policy; shelf-read materials; organize and shift collections.

- Reference Duties: Perform a full range of reference duties, including assisting patrons in locating information and materials; determine need for ILL (Interlibrary Loan) requests; keep current with reference tools available from the library and IFLS (Inspiring and Facilitating Library Success); call other libraries, resources, or referrals directly on behalf of patrons; teach the use of library resources.
- Daily Operations: open and close the library building in accordance with library procedure; monitor patron use of equipment, materials, and facility; respond to safety and security issues.
- Can operate or demonstrate the use of library technology, including websites, databases, equipment, and more. Has general knowledge of popularly used devices and technologies such as audio and eReaders, databases, phones, etc., to assist patrons with technology questions.
- Work collaboratively with all library staff
- Work with the public tactfully and courteously; interact effectively with people; and foster and maintain positive public persona.
- Focus on making Barron Public Library welcoming/accessible: greeting patrons, filling face outs, putting displays together, decorating

UPON REQUEST OF LIBRARY DIRECTOR. Assist the Director in successful implementation of programs and services of Barron Public Library.

Collection Maintenance.

- Search missing lists
- Weed library materials
- Mend library materials
- Catalog requested library materials
- Suggest library materials for purchase
- Rotate out new material to regular collection

Program and Library Services

- Coordinate program information including news releases, website updates, blog posts, and graphics
- Monitor library advertising
- Connect with community contacts
- Utilize skills on library's electronic platforms

PHYSICAL/MENTAL DEMANDS. The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential

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

Motion and Strength Parameters: Sufficient mobility to work in a library setting and engage with office equipment. Requires the ability to sit, stand, bend, reach, kneel, squat, push, pull, transcend building levels, pick up books, lift up to fifty pounds, move totes of books.

Vision and Hearing Parameters. Vision sufficient to read including that of small print, text on computer screens, printed documents, spine labels, in varying amounts of light, and shelves that are above and below eye level. Ability to hear the telephone ring and answer calls, address patron questions and concerns, function with wide range of noise levels.

Work Environment: Primarily indoors, outdoor summer programming, exposure to computer screens, extensive public contact.

Emotional Demands: Ability to make quick decisions, work with the public, manage complex problem solving, defuse aggressive interactions with the public, interpret library data.

REQUIRED EDUCATION AND EXPERIENCE.

High school diploma or GED. One year or more experience in library services, public service, or community planning.

Knowledge of: office equipment including computers and associated word processing and spreadsheet applications, printers, copiers, telephones, etc.; principles and practices of filing, record keeping, and data entry; English proficiency in speaking, spelling, grammar, and punctuation.

Ability to: perform library circulation and clerical tasks; correctly file items alphabetically and numerically; complete work accurately with attention to detail; display a professional manner that is welcoming and approachable; understand and carry out oral and written instructions; communicate clearly and concisely, both orally and in writing.

PREFERRED EDUCATION AND EXPERIENCE.

Bachelor's degree. One year or more experience in library services, public service, or community planning.

Knowledge of: operations, services, and activities of a public library; customer service principles and techniques; multiple languages welcome.