

Adopted: 7/7/2015 Modified: 11/2017, 11/2018

Ray County Library - Library Associate

Education & Experience Qualifications:

An associate's or bachelor's degree with a minimum of 1 year in library experience preferred. OR an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education. All candidates for employment must be at least 16 years old.

Knowledge, Skill, & Ability: Some knowledge of library clerical procedures and practices. Good knowledge of clerical practices; of the English language; typing and the ability to do data entry using a computer terminal; online searching, tools, databases, etc.; ability to understand and follow written and oral instructions; ability to pay attention to detail; ability to establish and maintain effective working relationships with superiors, associates and the general public.

Personal Attributes:

Possess a friendly and helpful attitude; possess the ability to communicate effectively, possess the ability to deal with associates and the public in a courteous manner; maintain a neat personal appearance; possess initiative and common sense.

Supervision Received: Works under the direction of the Library Director.

Supervision Exercised: None.

Hours of Work: Part Time

FSLA Status: Non-Exempt

Essential Physical Abilities to be accomplished with or without reasonable accommodation are:

CLARITY OF SPEECH and hearing which permits the employee to communicate effectively with supervisor and other employees.

VISION which permits the employee to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form. Vision abilities include, but are not just limited to): close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination necessary to operate computers and various office equipment.

MANUAL DEXTERITY which permits the employee to operate a keyboard and any other assigned equipment to process library materials. Includes, but is not limited to, use of hands to finger, grasp, handle, feel or operate objects, tools, or controls.

PERSONAL MOBILITY which permits the employee to monitor, supervise, and perform assigned library operations, and to attend to Library district, community, and public meetings at various locations.

LIFT UP TO 40 pounds, push and pull carts weighing up to 200 pounds, bend, stoop, kneel, crouch and reach shelving from floor to level to 6 feet high, and stand or walk for at least 2 hours at a time.

TOLERANCE for dust and mold which permits the employee to work with books and other library materials as well as work in an older facility.

Essential Job Functions:

- Performs varied clerical work at the circulation desk.
- Handles reserve system of materials and distribution of materials, along with ILL or program resources.
- Assists in Community Room reservations.
- Oversees the enrollment of new patrons to the library.
- Assists in training of new associates or volunteers.
- Checks books, magazines and other library holdings in and out at the circulation desk and collects fines using an automated circulation system.
- Checks incoming and outgoing library materials to inspect them for damages and then applies the needed repairs.
- Replaces books, magazines and other library holdings on shelves according to numbering sequences. (i.e. Dewey Decimal System).
- Performs routine library computer functions.
- Operates a variety of standard office and library machines.
- Performs routine book maintenance and processing including covering and labeling of new, replacement, or donated materials.
- Answers telephones and provides routine information or refers and transfers calls.
- Assists in assuring accurate library shelving by shelf-reading and re-shelving of materials, as needed.
- Handles a variety of questions at the circulation desk along with technological questions such as computer logging on, eBooks via tablets, smartphones, etc.
- Handles/assists with library outreach and program preparation and implementation, as directed or assigned.
- Assists in keeping the library clean and disinfected by fulfilling necessary cleaning jobs/tasks.
- Assists the Director in collection development tasks of inventory, selecting, deselecting, and donations.
- Can perform varied office tasks such as, but not limited to, laminating, faxing, copying, etc. for the public.
- Assist with maintaining book displays.
- Other duties as assigned.