

Position: **Part-Time Library Associate**

Location: Richmond, MO

**Job Summary:**

The Ray County Public Library is delighted to announce an opening for a part-time library associate. We seek an engaging and motivated individual who enjoys helping others and thrives in an ever-changing environment. This position is responsible for assisting library patrons with a variety of needs utilizing library systems and technologies. A successful applicant should be passionate about providing exceptional customer service.

**Qualifications and Skills:**

- Customer service experience and demonstrated aptitude for learning technology.
- Uses effective verbal, written, and discreet communication.
- Performs duties requiring the exercise of professional skill, initiative and independent judgment.
- Knowledge and support of the principles of intellectual freedom including the American Library Association Library Bill of Rights and the Freedom to Read Statement.
- Exhibits knowledge of the Dewey Decimal System.
- Demonstrates proficiency in office productivity and other software applications.
- Service-oriented; willingness to go above and beyond and contribute positively to the efforts of the library.
- Exhibits self-motivation with the ability to prioritize, meet deadlines, and manage changing priorities.

**Education:**

- A Bachelor's degree with a minimum of one-year library experience preferred.
- Any Combination of education and experience that would provide the required knowledge and abilities is qualifying.
- All candidates must be at least 16 years old.

**Essential Job Functions:**

- Acts as a guide for customers in use of the library and its resources.
- Utilizes library systems to complete a variety of circulation desk activities, including but not limited to: library account questions and registrations, payments, book recommendations, room reservations, and item checkouts and returns.
- Searches online catalog, databases and print sources to answer complex patron inquiries.
- Learns, embraces, and demonstrates technology.
- Recommends materials to customers, based on the customer's needs, interests, and availability.
- Processes library materials for customer access.

- Ensures that the library and its grounds are clean and orderly by fulfilling necessary cleaning tasks.
- Completes behind-the-scenes responsibilities as assigned.
- Shelves items according to numbering sequences. (i.e. Dewey Decimal System) and assists in maintaining the collection.
- Other duties as assigned.

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

**FSLA Status:** Non-Exempt

**Wage:** \$11.00 per hour

**Scheduling:**

- The schedule for this position includes daytime, evening, and weekend hours.
- All scheduling is based on the needs of the library and is subject to change.

**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 the 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.
- Manual dexterity which permits the employee to operate a keyboard and any other assigned equipment to process library materials.
- Personal mobility which permits the employee to monitor, supervise, and perform assigned library operations, and to attend 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 and reach shelving from floor level to 6 feet high, and stand or walk for at least 1 hour 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 older buildings.

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.