

TOWN OF JAMESTOWN POSITION DESCRIPTION

Class Title: Library Associate

NATURE OF WORK

Under the supervision of the Library Director, performs and is responsible for varied paraprofessional, technical, and clerical tasks for the adult and children's departments. In addition, responsibilities include oversight and adherence to policies and procedures of the Circulation department. Duties include assisting patrons in the use of library services, equipment and facilities. This is a 35- hour position that includes evenings, Saturdays and Sundays and at times attendance at special events may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Understands and is able to perform all jobs related to circulation services, including but not limited to: charging, discharging, and renewing library materials; registering and re-registering patrons; receiving and processing reserves and system-level hold requests; routing interlibrary loan requests; collecting and recording fines and fees; handling the book-drops; and sending and receiving OSL shipments;
- Receives and resolves circulation-related problems;
- Carries out procedures to identify and retrieve overdue materials, and settles problems arising from late, damaged, or lost materials;
- Trains staff and volunteers assigned to circulation services;
- Maintains statistics on circulation activity and on the use of non-circulation library services that are recorded at the Circulation Desk, and provides periodic reports of same, as directed;
- Recommends work procedures following professional standards; communicates with the Library Director and the Children's Librarian regarding circulation policies and procedures;
- Responsible for the appearance and order of the Adult Department Circulation Desk and office, the new book collection, the magazine and newspaper collection, and the audiovisual collection;
- Assists with Reference queries and information delivery;
- Works with staff and volunteers to shelve, shelf-read, and organize collections;
- Inventories and reports circulation supply needs using OSL Connects;
- Assists with public promotion of the library and its activities through: press releases, newsletter production, website development and graphic design;

Required Knowledge, Skills, and Abilities

- Strong oral and written communications skills
- Knowledgeable experience in Microsoft Office products
- Ability to interact courteously and effectively with the public and with other staff
- Ability to respond in an effective manner to the concerns of library patrons
- Ability to understand and interpret library policies, procedures, and rules

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- Ability to keep records accurately
- Ability to organize work for efficient use of time
- Ability to work independently
- Ability to maintain the confidentiality of all patrons in accordance with ALA Standards

DESIRED MINIMUM QUALIFICATIONS

Graduation from high school, supplemented by two years of post-secondary education or comparable work experience; a minimum of three (3) years relevant experience working in a public library, a demonstrated customer-service aptitude, and a working knowledge of the Sierra Integrated Library System. Experience with social media platforms preferred.

Physical Requirements

- Ability to move and/or lift materials up to 25 pounds;
- Ability to push a loaded book truck weighing up to 200 pounds;
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit;
- Ability to operate a keyboard at efficient speed, as well as all typical office equipment;
- Regularly required to talk and/or hear; use hands to operate objects, tools, or controls and reach with hands and arms;
- Vision and hearing at/or correctable to "normal ranges";
- Occasionally required to attend off-site meetings;
- Occasional exposure to outside weather conditions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview(s) and reference checks; job related tests may be required. A candidate recommendation will be made by the Library Director after review with the interview committee, with the final selection being made by the Town Administrator.

The duties listed above 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 to or a logical assignment to the position.

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.

Approved: Andrew E. Nota **Title:** Town Administrator **Date:** October 8, 2015

Effective Date: October 8, 2015 **Revision History:** _____