

JOB DESCRIPTION

JOB TITLE: Library Associate - Adult Circulation Assistant

STATUS: Grade 5, 37.5 hours per week

SUPERVISION RECEIVED:

Library Director and Library Department Heads

SUPERVISES EXERCISED:

May be called upon to work independently in the absence of Department Head with approval of Director.

DISTINGUISHING CHARACTERISTICS:

Professional, technical, and direct service work relating to the coordination of adult services at the town library; maintenance and development of various components of the adult collection; performs duties related to the day to day operations of the Circulation Department; all other related work as required.

- Responsible for day-to-day operations of the Circulation Department
- Assists all departments in the library as needed, requiring basic assistance for patron service.
- Assists with reference work and ILL requests as needed.
- Has access to confidential information concerning patron records and use of library material.
- Position requires working at least one evening during the week and Saturday/Sunday rotation.

ESSENTIAL FUNCTIONS:

Assists in functions related to the day-to-day operations of the library (may perform some or all of the following):

- Checks materials in and out at the circulation desk; registers new patrons and assists in patron record keeping and updates; answers telephone; places reserves for patrons.
- Contacts patrons for overdue materials; prepares and sends overdue notices;
- Assists patrons in the use of on-line catalog and information systems, refers patrons to the reference department for those requiring more detailed reference requests.
- Assists patrons with book selection through reader advisory techniques.
- Creates library displays and assists in maintaining the library/community bulletin board and the arts/entertainment center
- Advises patrons on downloadable materials and devices; troubleshoots problems with library materials and electronic devices.
- Develops content for library's social media sites. Maintains library's website and social media sites.
- Catalogs new periodicals to add to collection. Discards old periodicals using age policy.
- Responsible for opening and closing the library facility.
- Takes requests for interlibrary loan material and forwards to the appropriate department.
- Shelves library materials according to prescribed system; reads shelves to ensure that books are placed in proper spaces; assists with organization of books, displays and other library material; assist in evaluating dated, damaged or inappropriate materials; may mend books after proper training.
- Participates in technology updates and training that supports internal library improvement in performance and quality for patrons.
- Operates standard office, library equipment, computers and meeting room equipment.

TOOLS AND EQUIPMENT USED:

Phone, personal computer including MS office (Word, Excel, PowerPoint, Publisher) and other software packages to maintain the library's web presence; public computers and databases including library online catalog system; and any other useful technology tools required to ensure the success of the library. Various office equipment, which includes copiers, laminate machine, scanner, fax machine, printers, scanner paper cutter, and other useful tools. Able to operate the

audiovisual equipment that is located in the library meeting room and able to make presentations or train staff and others. Continues to incorporate tools that are necessary to the job.

PHYSICAL DEMAND:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Office environment with constant use of computer and telephone. Lifting associated with filing library material, prolonged periods of standing and sitting. Frequent walking.
- While performing the duties the employee is frequently required to stand, sit, talk and listen attentively. The employee is required to have mobility in order to move about the office and to service the public.
- Specific vision abilities required by this job include close vision, the ability to adjust focus and may spend long periods at a computer monitor.
- May experience regular interruptions to assist library patrons, vendors and other service groups.
- Is able to develop strategies to conduct successful patron interview.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Associates Degree or higher, two years of related library work experience; experience in dealing with the public; or any equivalent combination of education and experience. Director may make educational requirements exceptions for Seasonal/Temporary employees.

Knowledge, Skills and Abilities:

- Excellent customer service and communication skills; ability to relate well to the public.
- Working knowledge of library principles and procedures.
- Knowledge of authors, titles and valuable resources
- Knowledge of the Dewey Decimal system.
- Skill in the use of standard office machines.
- Interest in reading and information.
- Ability to work with detail.
- Working knowledge of computer applications, the Internet and databases and library system software.
- Previous experience working with websites, social media, and web editing software a plus.

WORK ENVIRONMENT:

Light to moderate physical effort required in lifting, carrying and shelving books and other library materials. Intermittent standing, walking, bending, reaching, crouching, climbing and similar activities. Able to listen and communicate well in a busy environment.

Has contact with children, young adults, the general public, schools, various organizations.

OTHER CONSIDERATIONS:

- Submission of an application, rating of education and experience, oral interview and reference check.
- The duties outlined above are intended only as illustration of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.