



JOB DESCRIPTION

TITLE: Library Associate III	DEPT.: A Public Services Dept
REPORTS TO: Public Services Manager	CLASSIFICATION: Non-Exempt

Objective:

Provides excellent reference and readers advisory service to library visitors at public service desks as a member of a Public Services Department. Additional duties include developing, facilitating, and evaluating staff-led programs, paid programs, special events, outreach events, and system wide programming.

Duties:

1. Provides positive front-line interactions with members using library resources. Delivers reliable and accurate reference and readers advisory assistance to members in person, on the telephone, or electronically. Instructs and assists members in the use of library resources and technology.
2. Develops, facilitates, and evaluates staff-led programs, paid programs, special events, outreach events, and system wide programming.
3. Serves as liaison to community organizations or contacts.
4. May regularly read book reviews, publishers' catalogs, and research other information sources to identify materials to meet customer needs, enrich and diversify the library's collections.
5. Assists in developing, maintaining, and selecting diverse materials through weeding, repairs, displays, and discards under the direction of the selector.
6. Effectively conveys library policy and procedure to the public.
7. Participates in department and library meetings and serves on library committees as appropriate.
8. Creates reports and provides quarterly statistics.
9. Participates in continuing education through library provided training, reading, and workshops. Shares information learned.
10. Performs other duties as assigned.

Minimum Qualifications:

Education:

Bachelor's Degree or equivalent

Experience:

Two years related experience.

Fluency in written and spoken Spanish or other language commonly spoken in the district is preferred.

Knowledge, Skills, & Abilities:

- Ability to manage multiple tasks with efficiency, skill, accuracy and appropriate speed
- Ability to work collaboratively as a member of a team with colleagues and managers

- Communicates effectively in English, both orally and in writing
- Ability to read and understand written information and instructions
- Ability to empathize and relate to others' needs
- Ability to provide excellent customer service at all times with members and staff
- Proficiency in the use of email and computer technology
- Attention to detail
- Ability to use good judgment following procedures in support of library policies
- Ability to remain calm under pressure
- Ability to exercise initiative and to make appropriate independent decisions
- Ability to troubleshoot minor problems with computers and peripherals
- Knowledge of Windows and MS Office
- Demonstrates ease and comfort with emerging technologies
- Experience with integrated library systems (Polaris preferred)
- Ability to successfully search library catalogs and research databases

Supervisory Responsibility:

Position may include supervision of volunteers.

Physical Requirements:

- speaking, hearing, vision, and manual dexterity sufficient to adequately perform the job
- ability to push/pull up to 100 pounds and lift or move up to 25 pounds occasionally
- prolonged sitting and repetitive keyboard use

Working Conditions:

Work is performed in a typical library environment. Must have valid driver's license and proof of auto insurance or have the ability to arrange own transportation between Main library, branches, and other locations as needed.