



Library Associate Job Description

GENERAL STATEMENT OF DUTIES:

Under the supervision of the Library Management Team, this position supports and staffs the desks around the Library.

QUALIFICATIONS:

The following minimum requirements are established for this position:

1. High School Degree, GED, or equivalent experience.
2. General knowledge of library services.
3. Strong working knowledge of technology (computers, tablets, smartphones, etc.) and a willingness to learn more.
4. Ability to lift, sort, shelve, and push library materials of up to 40 lbs. on occasional basis.
5. Attention to detail.
6. Willingness to learn.

RESPONSIBILITIES AND DUTIES:

The Library Associate is responsible to the Library Management Team for the following activities:

1. Greets and works with the public, demonstrating a positive attitude.
2. Explains library policies and services to the public and enforces the Rules of Conduct.
3. Responsible for the functions of each desk (circulation, kids, and reference) while working at that desk, which includes but is not limited to answering the phone, answering reference questions, providing readers advisory services, troubleshooting technology questions, and assisting patrons of all ages.
4. Helps plan, prepare, and implement library programs, including special programs such as Summer Read.
5. Completes opening and closing duties as appropriate.
6. Responsible for shelving and straightening the collections throughout the Library.
7. Informs the management team of noteworthy negative and positive occurrences.
8. Other duties and projects as assigned.

Updated 10/8/2021

This job description is subject to change by the Library Director or the Library Board. Any changes will not be implemented until the employee reviews the job description with the Library Director.

We reviewed and discussed this job description. I understand and agree to my responsibilities.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____