

Library Associate

Job title: Library Associate

Department: Public Services

Pay range: \$15.50 per hour

Position type: Part-time, non-exempt position

Position Description

The Library Associate, reporting to the Head of Public Services, is responsible for routine circulation tasks (checking Library materials in and out), shelf maintenance, and various clerical functions to ensure materials are available to members. Additionally, the Associate introduces the public to Library services, shows them how to manage their accounts, and how to use some of the Library's technology services. The Associate learns and applies Library policies and procedures to make appropriate decisions during interactions with members and colleagues.

Position Duties and Responsibilities

- Checks Library materials in and out at the Checkout Desk; inspects returned Library materials for damage.
- Assists members in managing their accounts in person, over the phone, and through email.
- Shelves Library materials in accordance with Library number sequencing.
- Performs routine Library computer functions, including registering new users.
- Answers telephone calls about general Library information.
- Learns and upholds applicable Library policies and procedures to guide interactions with members and co-workers.
- Completes duties associated with opening, closing, and securing the Library.
- Assists with meeting and event room setups.
- Upholds the principles of the ALA Library Bill of Rights and the Freedom to Read and the Freedom to View statements.
- Other duties as assigned.

Job Requirements

- A high school diploma or equivalent.
- Basic clerical and math skills. (Skills will be tested.)
- Typing, basic computer and data entry skills sufficient to create/maintain accurate membership records.
- Ability to work effectively with Library technology and learn new Library technologies.
- Comfort with teaching and conveying information; patience working with diverse user skill levels.
- Ability to work as part of a team to achieve the Library's overall goals.

- Excellent communication and interpersonal skills.
- Attention to detail and accuracy.
- Flexible schedule, including nights and weekends.

Physical Requirements

- While performing the duties of this job, the employee is frequently required to sit.
- The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 25 pounds.

This job description is a summary of the typical functions of the position, not necessarily an exhaustive or comprehensive list of all possible position responsibilities, tasks and duties.

Winter Park Library reserves the right to assign or reassign duties and responsibilities to this job at any time.

Please submit a cover letter, resume, and references by 5pm, May 3, 2024, to:

Gary Earl
Head of Public Services
Winter Park Library
gearl@winterparklibrary.org

No phone calls, please.