

Library Associate

Job title: Library Associate

Department: Youth Services

Pay range: \$15.00 - \$15.50 per hour

Position type: Part-time, non-exempt position

Position Description

The Library Associate, reporting to the Youth Services Manager, 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

- Assists members in managing their accounts in person, over the phone, and through email.
- Performs reader's advisory duties for children and families.
- Performs routine Library computer functions, including registering new users.
- Answers telephone calls about the Youth Services Department and general Library information.
- Assists with class and event registration and check-in.
- 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 patrons with reserving Study and Collaboration Rooms and provides access to Collaboration Rooms as required.
- Assists with class and event room setups.
- Guides members through the checkout process and use of the self-checkout kiosk.
- Upholds the principles of the ALA Library Bill of Rights and the Freedom to Read and the Freedom to View statements.
- Helps shelve books as needed.
- Other duties as assigned.

Job Requirements

- A high school diploma or equivalent.
- Basic clerical and math skills. (Skills will be tested.)
- Experience working with children and families, particularly in a fast-paced environment.
- 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 10 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, November 21.

Erin Collier-Plummer
Youth Services Manager
Winter Park Library
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No phone calls, please.