

ATHENS COUNTY PUBLIC LIBRARIES

JOB DESCRIPTION

Job Title: Associate Librarian
Job Classification: 3 Library Associate
Title of Supervisor: Branch Manager

PURPOSE OF JOB

Delivers prompt and courteous customer service to library patrons; including circulation of library materials to patrons, maintenance of patron accounts including collecting payments for library fees, answering patron questions regarding library materials and services, and maintenance of library collection and equipment. Maintains library spaces to ensure an orderly and attractive experience for patrons. Assists in the planning and delivery of library programs at library and remote locations under the supervision of management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides customer service that is timely, thorough, friendly, and helpful.
2. Works in public service areas as assigned: including answering reference and information questions; checking materials in and out; answering the telephone; issuing borrower's cards; processing materials, shipments, and reports; shelving, shelf reading, etc.
3. Assists patrons in the use of technology available in the library, including basic troubleshooting of microfilm, photocopier, and computer problems.
4. Answers basic reference questions in person or by telephone and helps patrons locate library materials.
5. Instructs patrons in the use of basic reference tools, both print and electronic.
6. Maintains files, records, and statistics as assigned.
7. Maintains job knowledge by staying current with library policies and procedures, work related e-mails and training documents and by attending library related training as assigned
8. Performs related duties as required.

INTERACTION

Interaction with staff and patrons

MINIMUM QUALIFICATIONS

1. College degree at the bachelor's level or equivalent library experience, and 1 year of professional experience in a library or education setting.
2. Ability to communicate effectively.
3. Demonstrated knowledge of a variety of library materials, including books, media, and technology.
4. Familiarity with office productivity software.
5. Keyboarding/windows proficiency.
6. Ability to operate library technology systems, including personal computer, software programs and other job related equipment.

COMPUTER/TECHNOLOGY SKILLS/EQUIPMENT/SOFTWARE SKILLS:

The following is the common technology used in this position and is not all inclusive.

E-mail, Data Entry, Electronic Resources, Koha ILS, word processing and office productivity software, Internet, Laptop with LCD Projector or other library-related software applications.

SUPERVISORY/MANAGEMENT RESPONSIBILITY:

None

TRAVEL REQUIREMENTS:

Occasional travel required to provide staffing coverage at library locations, and to attend meetings and workshops.

PHYSICAL DEMANDS

Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents operating standard business office equipment. Occasional travel by automobile is required for position responsibilities and/or training. Manual dexterity and physical ability to perform tasks. (i.e. repeated lifting up to 35 lbs., continual standing, reaching, bending, and walking).

WORK ENVIRONMENT

Majority of the work performed in a general office/library environment. Requires availability for extended or nontraditional hours as needed to perform job duties. Requires periodic participation and attendance at related library events and training.

DISCLAIMER

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.