**CITY OF MILTON-FREEWATER**

**JOB DESCRIPTION: LIBRARY ASSOCIATE**

POSITION TITLE: LIBRARY ASSOCIATE BARGAINING UNIT: IBEW-CLERICAL

EMPLOYMENT STATUS: NON-EXEMPT REPORTS TO: LIBRARY DIRECTOR

GENERAL STATEMENT OF DUTIES

Under the direct supervision of the Library Director, performs paraprofessional, technical, and other duties related to the operation of a public library. Applies city, departmental, and other relevant policies, procedures and regulations to the performance of library operations.

SUPERVISION REQUIRED

Seeks and receives guidance, training, supervision, approval and evaluation from the Library Director in the performance of assigned tasks.

SUPERVISION EXERCISED

Supervision of other employees is not a normal responsibility of persons in this class.

EXAMPLES OF PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Register, renew or update borrowers’ cards using the current library automation system
2. Check materials in and out, place holds for library patrons
3. Receive cash, checks and money orders
4. Provide reader advisory and reference services, assists patrons in suggesting and locating appropriate materials.
5. Shelve books and other materials according to established categories and classification systems.
6. Assist patrons in use of computers, e-readers, photocopier, fax machine and other technologies available in the library
7. May be required to plan/organize events for children and adults
8. Receive and Catalog library materials using Dewey Decimal Classifications, and following the Anglo-American cataloging rules. Receive and process new issues of periodicals.
9. Perform other duties as assigned

EXAMPLES OF OTHER DUTIES THAT MAY BE ASSIGNED:

1. Assist library director in processing and entering invoices
2. May be required to attend community events to promote library services during work hours.
3. Under supervision of the Library Director, select books and other material to purchase
4. Receive and process courier deliveries for Interlibrary Loans

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to work amicably with people of all ages, ethnic backgrounds, genders and temperaments in providing library services
2. Flexible in adapting to changes in library operations, procedures and/or schedules.
3. Basic knowledge or ability to learn the Dewey Decimal System, and American Anglo Cataloging Rules (AACR2) Cataloging rules
4. Ability to perform basic reference interviews and searches
5. Ability to provide basic reader advisory services
6. Ability to work a variety of library hours and days, including evenings and Saturdays.
7. Sufficient knowledge of computer programs, and ability to learn new software and systems easily.
8. Ability to learn, perform library-specific, basic troubleshooting, and assist library patrons with the following:

* Electronic resources provided by the library such as eBooks, and online databases
* Online Public Access Catalog (OPAC)
* Internet and WiFi
* eReaders, Tablets, and other devices
* E-Mail and electronic calendars
* Computer hardware and peripherals such as printers
* Computer systems and software
* Use of cash register, and cash management software

PHYSICAL DEMANDS

The position of Library Associate requires a significant amount of walking or standing (about 60% of the day.) Other physical demands are climbing stairs (elevator is available except when under repairs), and sitting. There are some times that one may be required to crouch or stoop. Library Associate is also occasionally required to lift, push, pull, and/or carry up to forty pounds (employees have access to a wheeled cart or furniture dolly to aid in this process). Library Associates, while working with 84” book stacks, may also be required to reach directly in front of them about 20% of the day at a distance of about twenty-four inches, a vertical direction of either directly up or down about ten percent of the day a distance of thirty-six inches, and may also be required to reach in other directions about twenty percent of the day at a distance of about twenty four inches. Work requires a significant amount of typing and worker would need good vision with correction if necessary and also good hearing.

EDUCATION AND EXPERIENCE

Possession of a high school diploma or General Education Development (GED) certificate. Prefer library work experience or work experience serving the general public.

Spanish Language skills highly desirable, but not required.