

POSITION DESCRIPTION
CLARK COUNTY PUBLIC LIBRARY

An Equal Opportunity Employer

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Job Title:	LIBRARY ASSOCIATE - BRANCH
Department:	Branch
Immediate Supervisor:	Branch Manager
Positions Supervised:	None
Work Coordinator For:	Library Assistant - Branch, as assigned Page - Branch, as assigned
FLSA Status:	Non-Exempt

JOB RESPONSIBILITIES:

Under general supervision, the Library Associate - Branch provides prompt, accurate assistance for patrons in utilizing library resources and services.

QUALIFICATIONS:

- Associate's degree, and
- A minimum of one (1) year library experience
or
- An equivalent combination of education, training and experience at the discretion of the Director and/or the Board of Trustees

WORKING CONDITIONS:

- Must be able to work a flexible schedule, including evenings and weekends
- May occasionally required to work overtime

PHYSICAL REQUIREMENTS

- Job requires ability to operate tools and controls, walk, reach, sit, see at close range and distance, talk, hear, bend, reach, and stoop in order to perform job duties. Frequent computer usage. Must be able to push carts (may exceed 50 lbs.), occasionally lift or move items up to 25 pounds. Sit or stand for extended periods of time. Occasional travel for training and outside programs. Valid driver's license and means of transportation to fulfill job responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions and/or for the interview process.

An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

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KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> • Library policies and procedures* • Dewey Decimal Classification System* • Library resources and services • How to assess patron research needs and provide readers advisory • Wide range of books and authors • Integrated automation system* • Supervisory methods* • Computers, electronic resources and devices, applications and software • Weeding methods* 	<ul style="list-style-type: none"> • Excellent communications/public relations skills along with strong service orientation • Interpersonal skills to respond professionally and appropriately to patrons and staff • Work individually or within a group environment • Oversee Branch operations in supervisor's absence • Maintain confidentiality • Prioritize, plan, schedule and organize multiple tasks • Conduct internet searches and research efficiently • Maintain knowledge of library technologies and resources

* May be acquired after hire

% of Time	ILLUSTRATIVE DUTIES: <i>(The duties listed below are not all-inclusive. Rather, they illustrate the type of work assigned to a position incumbent. All essential functions of the job are noted by ★. The percentage of time allocated to each group of duties is approximate.)</i>
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35% PUBLIC SERVICE

- ★ Actively promotes and markets the use of the library and library resources/programs
 - Applies customer service skills to enhance the level of user satisfaction
 - Maintains, shelves, and organizes library materials as assigned
 - Prepares book displays
 - Prepares annotated bibliographies, booklists, book reviews, fliers and handouts as assigned
- ★ Provides general reference and circulation services to patrons
 - Responds to questions from patrons in person and over the telephone
 - Teaches patrons the use of library systems (i.e. OPAC, TBS, Dewey Decimal System)
 - Checks shelves for requested materials
 - Assists patrons in locating library materials and in using library equipment
 - Responds to questions from patrons in person and over the telephone
 - Assists patrons with voter registration and tax forms
- ★ Maintains familiarity with various technologies, including MS Office, the Online Public Access Catalog, children's computer stations, digital devices, gaming systems, etc.
- ★ Maintains and increases knowledge and skills through attendance at meetings, conferences, and in-service training sessions
- ★ Maintains professional and appropriate interaction with patrons and staff and adheres to guidelines and procedures
 - Serves a diverse population including individuals, agencies, and businesses
- ★ Acts in place of the Branch Manager, as requested
- ★ Assists with opening and closing the library

30% CIRCULATION DESK

- ★ Maintains knowledge of available materials and patron reading preferences, reads reviews and recommends materials to patrons
- ★ Maintains computerized patron accounts
 - Enters patron and library material information into computer system
 - Checks library materials in and out on the computer system
 - Collects fees; counts money and prepares deposits
 - Prepares and issues library cards

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CIRCULATION DESK con't.

- ★ Processes reserve requests and interlibrary loans
 - Notifies patrons by phone or mail when library materials are available; transfers reserves, as required
 - Maintains related files

10% **COLLECTION MAINTENANCE**

- ★ Assists with maintaining the branch collections, as assigned
 - Reviews materials on order, tracks orders and follows-up, if necessary
 - Shelves library materials according to the proper filing order; transports library materials from one location to another; weeds and shifts materials
 - Recommends new and replacement materials, orders and processes new materials

10% **PROGRAMMING**

- ★ Assists with preparing and conducting programs for children and adults
 - Assists with library tours and school and community visits
 - Maintains files of stories and songs for children's programs
- ★ Develops and coordinates programming offerings through collaboration with the public and other staff

10% **SUPERVISORY SUPPORT**

- ★ Supervises the work of the Library Assistant - Branch and/or Pages, as assigned
- ★ Assists supervisor in developing cooperation and teamwork within the department; keeps lines of communication open
 - Provides on-the-job training
 - Monitors the work of employees, as assigned
 - Ensures compliance with policies and procedures
- ★ Assists with maintaining department files, records and indexes

5% **MISCELLANEOUS**

- Performs additional duties and assignments, as requested

★ *Denotes an essential function of the job*

Employee Signature

Date