WILLIAM P. FAUST

Public Library of Westland

LIBRARY ASSOCIATE
Job Description

RESPONSIBILITIES OF POSITION:

Under general supervision, performs paraprofessional work serving library patrons directly or indirectly. Performs advanced clerical work, public service work, technical service work, requests/interlibrary loan work, services library patrons directly or indirectly, and other library work as required. Cross-training and working in other departments is a requirement. This position requires complete confidentiality.

ESSENTIAL FUNCTIONS:

1. Operates and trains public in the use of equipment.
2. Performs circulation desk procedures, such as, checking-in and checking-out materials, registering patrons, collecting money, and answering telephones as backup.
3. This position requires complete confidentiality.
4. Serves as Supervisor-in-Charge on rotating basis.
5. Participates in all-staff shelving as needed.
6. Uses own vehicle for travel away from the library building.
7. Cross-training and working in other departments is a requirement.
8. Performs other related work as required.

KNOWLEDGE AND ABILITIES:

1. Considerable knowledge and understanding of library principles and the ability to apply them to library operations.
2. Considerable knowledge and understanding of library operations, services, materials, principles, procedures, technology, goals, and philosophy of service.
3. Ability to understand library policies and procedures and apply them to library operations.
4. Ability to meet, communicate with, and deal effectively with staff and the public and maintain effective public relations.
5. Ability to operate library equipment properly, which requires knowledge of databases and search methods as well as computer and AV equipment.
6. Ability to use computer software and manage computerized files, including the library automation system.
7. Ability to use knowledge and training to productively serve the needs of the library.
8. Keyboarding and filing ability.
9. Ability to gather statistics.
10. Working knowledge of English grammar and spelling.
11. Willingness to maintain skills in above-mentioned areas through active participation in appropriate professional learning experiences.
12. Ability to deal harmoniously with patrons, vendors, and library staff.

PHYSICAL DEMANDS OF POSITION:

1. Sitting, standing, walking, climbing, and stooping.
2. Bending, twisting, and reaching.
3. Talking and hearing; use of the telephone.
4. Far vision at 20 feet or further; near vision at 20 inches or less.
5. Lifting and carrying: 50 pounds or less.
6. Handling: processing, picking up and shelving books.
7. Fingering: typing, writing, filing, sorting, shelving, and processing.
8. Pushing and pulling: objects weighing up to 60-80 pounds on wheels.
9. Mobility: travel to meetings outside the library building.
10. Ability to stand for long periods of time.
11. Ability to use a computer for long periods of time.

SKILL REQUIREMENTS:

1. Communication Skills: effectively communicate ideas and information both in written and oral form.
2. Analytical Skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information and resources available when making decisions.
3. Problem-Solving Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
4. Planning and Organization Skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
5. Creative Decision-Making: effectively evaluate or make independent decisions based on experience, knowledge, or training, without supervision.
6. Reading Ability: effectively read and understand information contained in memoranda, reports, and bulletins, etc.
7. Ability to Comprehend and Follow Instructions: effectively follow instructions from supervisor, verbally and in written form.
8. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator and advanced calculations with a calculator.
9. Time Management: set priorities in order to meet assignment deadlines.
10. Equipment: computer literate.

ENVIRONMENTAL WORKING CONDITIONS:

1. Inside work environment.
2. Flexible work hours including frequent evening and weekend hours.

EQUIPMENT USED:

Computer terminal, library automation system, typewriter, calculator, copy machine, fax machine, printer, software programs, microfilm/fiche reader, change machine, telephone, cash register, printing equipment, audiovisual equipment, building security system, motor vehicle, and other equipment as added or required.

Adopted Library Board, March 14, 2012

WILLIAM P. FAUST

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LIBRARY ASSOCIATE
SPECIAL FUNCTIONS LIMITED TO UNIQUE POSITIONS

Technical Services

1. Assists Technical Services Supervisor.
2. Assists with collection maintenance.
3. Performs copy cataloging/enters library holdings in computer database.
4. Processes, withdraws, repairs, or reconditions library materials.

Education and Experience:
Required

1. Four years of college with B.A. or B.S. degree.
2. Computer literate.

Desirable

1. Expertise with an automated library system.
2. Related experience in a library.

Children's

1. Provides information and recommendations that can be used for materials selection in the Children's Department.
2. Plans, organizes, and conducts library services and programs in Children's Services.
3. Supervises and schedules the Library Pages.
4. Organizes library displays.
5. Assists patrons with ready-reference questions and readers' advisory, bibliographic instruction, and database searching.
6. Assists with collection maintenance, such as weeding.
7. Maintains pamphlet file and prepares bibliographies.

Education and Experience:
Required

1. Four years of college with B.A. or B.S. degree.
2. Educational training in education, reading, library science, children's literature, or other related areas to children's programming.
3. Computer literate.

Desirable

1. Ability to use audio-visual equipment.
2. Related experience in a library.
3. Expertise with an automated library system.