

## **Library Associate (3 openings)**

Please send resumes to [tbear@appl.info](mailto:tbear@appl.info)

### **STATEMENT OF DUTIES**

Library Associates may work in all library departments and may work at branch locations. They help users find what they need in the library, often work in a fast-paced and demanding environment, and perform duties as required.

### **SUPERVISION**

Works under the general direction and supervision of the Circulation Supervisor.

### **ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Assisting users in all areas including computer use, readers advisory service, and instruction
- Answering the telephone
- Making copies, faxing, scanning
- Checking library materials in and out
- Placing holds on materials
- Shelving materials
- Keeping statistics
- Informing patrons of library services available
- Providing general reference services for patrons
- Assisting in the promotion or presentation of programs for patrons

### **KNOWLEDGE, ABILITIES, AND SKILLS**

Thorough knowledge of:

- Library policies and procedures
- Computerized circulation system
- Must be able to fax, scan, and use photocopiers to provide copying services

Ability to:

- Assist the public in using personal computers and software products
- Work independently
- Communicate effectively with others, both verbally and in writing
- Research information for library users
- Fax, scan, and provide copying services
- Provide excellent customer service to patrons
- Have a neat personal appearance
- Have a valid Alabama Driver's License

### **PREFERRED EXPERIENCE AND TRAINING**

High school graduate with two years of clerical experience in a library

## **PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to grasp or operate objects, tools, or controls, talk, and hear. Hand-eye coordination is necessary to operate computers and various office equipment. The employee is occasionally required to climb, balance, stoop, and crouch. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.