



## Lincoln Township Public Library

## Job Description

---

<b>Job Title:</b>	Adult Library Associate
<b>Reports to:</b>	Head of Acquisitions and Public Services
<b>Pay Range:</b>	\$11.00 - \$20.00 per hour
<b>Status:</b>	Non-exempt; part-time.

*This position is part of the bargaining unit.*

## Job Summary

---

In addition to helping staff the circulation desk, the Adult Library Associate develops and implements programs, services, and collections for the purpose of educating, engaging, and empowering adults of all ages and the general public. This person is a team-player that enjoys collaboration, is willing to explore and play with new ideas, and contributes to a supportive, functioning, and dynamic environment for our diverse patron community and fellow colleagues.

## Duties & Responsibilities

---

1. Staff the public service desk as operations require, assisting with circulation, answering questions regarding collections, services, and policies.
2. Prepare, present, and evaluate programs to educate and engage adults and the general public.
3. Maintain and develop a collection of department materials which may be print or non-print, which includes selecting items for purchase, evaluating the assigned collection for balance and comprehension; withdrawing items as necessary.
4. Networks with relevant community groups and participates in outreach to community organizations and agencies that serve adults and the general public.
5. Provide in-depth reference and reader's advisory services. Suggest referrals for other information sources when necessary.
6. Participate in formation, development, and implementation of goals and action plans, in conjunction with management and fellow staff.
7. Promote literacy, the Library and its services through displays, information and service referrals, and department activities.
8. Perform searches on print materials or online databases utilizing various search strategies.
9. Assist department colleagues in the coordination and implementation of services and programming for adults.

10. Continually identify new ideas and opportunities for department while improving upon past and current activities.
11. Prepare and submit monthly narrative reports and statistics to supervisor.
12. Uphold policies and procedures, recommending changes and requesting training when necessary.
13. Orient library patrons to the library and its services.
14. Maintain a clean and tidy work area.
15. Perform other related work as required or assigned by supervisor.

## **Education, Experience and Training**

---

Applicant possesses a two-year degree from a recognized college in a related field plus some library experience, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

Customer service experience or other successful work with members of the public. Professional experience working in a public library preferred.

Working knowledge and understanding of basic library principles, procedures and philosophy of service.

Working knowledge of how to access and use public library computer software operations (e.g. integrated library systems; online databases, etc) preferred.

One to two years' experience in a library environment preferred.

## **Job Requirements**

---

1. Customer satisfaction-oriented.
2. Strong organizational, time-management, and interpersonal skills.
3. Effective verbal and written communication skills. Must be able to read, write, and understand the English language.
4. Attention to detail, accuracy, and mathematical skills; ability to perform repetitive tasks quickly and accurately.
5. Computer skills and visual acuity necessary to effectively access and read information on the computer. Must be comfortable using email, performing internet and online database searches, and utilizing basic office software including word processing and spreadsheets.

6. Physical ability to push/pull fully loaded book carts weighing up to 70 pounds, retrieve or place materials above shoulder or below knee level, and lift/carry materials or furniture that typically weighing 25-35 pounds.
7. Ability to work under limited supervision, exercising latitude in judgment to determine work methods and results.
8. Ability to operate a variety of equipment including a computer, multi-line phone system, cash register, printer, scanner, fax and copy machine and other equipment as added or required. Requires hearing ability to answer telephone and patron inquiries.
9. Ability to plan and implement library service goals and evaluate effectiveness of service to library patrons.
10. Ability to enforce library policies and make sound judgment decisions when necessary.
11. Ability to prepare presentations and speak in front of groups.
12. Able to identify networking opportunities and communicate with others in the profession.
13. Willingness to maintain skills in above-mentioned areas through active participation in professional learning opportunities.
14. Ability to work in situations with multiple deadlines and work under pressure.

## **Working Conditions**

---

1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust or noise. May also work in outdoor environments from time to time.
2. Interactions with the public may include situations with upset members of the public and/or private representatives when interpreting and enforcing library policies and procedures.
3. Occasional travel required to attend meetings, workshops, conferences as needed.
4. Work hours may be varied, and may include evenings and weekends.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties. Other duties may be assigned.*

*Reasonable accommodations may be made for qualified candidates with a substantial impairment who are capable of performing the essential functions of the position.*