

NANTES LIBRARY ASSOCIATE (PART-TIME)

Hours: Part-Time (4-20 hours/week), **Saturdays required**

Supervisor: Library Director, Assistant Director

Revised: 04/26/2024

Wage: \$18.00-20.00/ hour

Role:

Answers patron requests for information and assistance, assists patrons with library technology, and assists with programs as needed. Part-time employees are expected to know basic circulation procedures, skills in computers, telephones, and public interaction.

Major Duties and Responsibilities:

40% - CIRCULATION - Checks out and renews materials; issues and updates library cards; and follows procedures and collects money for fines; processes holds; places requests for materials for patrons; prepares materials for courier pick-up and empties bins of materials from courier deliveries; checks in materials and sorts and routes the materials to their proper location in order to assist patrons with borrowing of materials.

20% - PATRON ASSISTANCE - Serves as the first point of contact for patrons in assistance with using library materials and information; guides them in searching the catalog and stacks; accessing databases and navigating the internet; explains policies and procedures pertaining to the use and care of library materials; and passes the patron on to a Librarian for further assistance beyond the efforts required of a reference interview.

20% - COLLECTION MAINTENANCE - Shelves materials by placing materials on the appropriate shelf according to Dewey decimal number, author, or title; corrects mis-shelved items and rearranges as needed; shelf reads materials and shifts and straightens materials; informs Librarians about gaps in the collection in order to maintain an appealing, current, and useful collection; prepares deselected materials for sale or donation; and follows procedures for missing and damaged materials.

10% - TECHNOLOGY INSTRUCTION - Serves as the first point of contact for patrons in assistance with using library technology; advises patrons on availability of classroom and individual technology instruction at any HPLD location; and passes the patron on to a Librarian for further assistance beyond the efforts required of a reference interview.

10% - STAFF - Assists the Director, Assistant Director, and/or Program Director as needed.

Minimum Requirements:

Or any combination of education and experience which provides the success factors.

Experience:

One year of similar or related experience

Able to read, write, and speak Spanish fluently (preferred)

Education:

High School Diploma

Associate's degree or higher (preferred)

Job Success Factors:

Focuses on the patron

Initiative

Contributes to a positive work environment

Strategic thinking

Pursues personal development

Continuous improvement

Takes pride in the workplace

Emotionally intelligent

Tactful/courteous

Knowledge of public library operations

Creativity

Able to foster a nonjudgmental, supportive environment for a diverse population of users by using patience and effective communication to assure a positive learning experience

Able to operate various office equipment including copiers

Able to use good judgement

Able to work in teams

Able to work with confidential information

Encourage equity, diversity, and inclusion in the library

Knowledge of print and online reference resources

Knowledge of public library reference service

Skill in customer services including dealing with difficult patrons and volatile situations

Skill in reference interviewing

Skill in using Innovative Interfaces, Inc's Sierra or another comparable automated library system

Skill in using and troubleshooting a variety of computers and mobile electronic devices

Skill in Windows, MS Office Suite, and Publisher

Physical Success Factors:

Able to push a fully loaded book-cart weighing up to 200 lbs.

Able to lift 50 lbs.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.