

Library Associate I- Children's Dept at Ollie Burns

Full Time: 40 hr week.

Min. beginning pay rate: \$11.7649 hr /\$24,470.91 annual

ANSWERS TO: Branch Manager

NATURE OF WORK:

Under general supervision, assist children and parents in the use of library materials and facilities and provides children's programs. **Does not supervise**

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Answer computer and reference related questions for children and parents

Locate requested materials

Assist and train children and parents in the use of library materials/research materials , including computer programs and downloading of application software

Ensure availability of designated children's areas of the library

Ensure a child friendly environment

Assist in the development and presentation of children's programs and events

Plan and conduct story times, school visits and other special children's programs

Assist in any area , especially in a smaller branch, including the circulation desk.

Other duties as requested

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of library procedures and policies

Ability to understand and follow oral and written instructions

Communication skills, both oral and written

Ability to deal effectively with co-workers and public

Skill in working with children

Adequate computer skills

PHYSICAL REQUIREMENTS:

Work is performed in office environment and requires sitting, standing, stooping, walking and lifting of objects weighing less than 25 lbs.; may require lifting objects in excess of 25 lbs. occasionally.

Common abilities such as mobility and dexterity

REQUIRED QUALIFICATIONS:

BS (Successful completion of LSSC Program may be substituted for this entry-level classification

2 years college (60 hrs)+ 2-4 yrs. library or related experience

High school diploma + 5-7 yrs library or related experience

OR

OR

The above statements are intended to describe the general nature and level of work for this position and are not presented as an exhaustive list of all job duties of the position.

The Ouachita Parish Public Library is an equal opportunity and an At-Will employer.

A criminal background check and a drug screening are part of the pre-hire process.

FLSA STATUS: NON-EXEMPT

Rev 7/19/13