

**Library Associate I - Young Adult/Reference @ Louise Williams Branch**  
**Full Time – 40 hours per week**  
**Beginning hourly rate: \$11.7649**

**Internal Posting: 10/18/2023**  
**Website Posting: 10/23/2023**

**ANSWERS TO: Branch Manager**

**NATURE OF WORK:**

Entry level position under direct supervision of supervisor, provides service, instruction and programming to tweens and teens  
Reference service to all ages  
Assist in any area of the Branch as needed, especially circulation in small branches

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Maintain young adult materials and the designated young adult area  
Assist with routine reference questions  
Assist and train young adults in locating information and using available resources  
Assist and train young adults in the use of the internet and technology equipment and applications  
Prepare and present appealing tween and teen programs  
**Work circulation desk as assigned**  
**Other duties as requested**

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Good knowledge of standard library practices and procedures**  
Skill in the use of computer and other office equipment  
Ability to deal effectively with co-workers and library patrons  
Ability to understand and follow oral and written instructions

**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/BA (Successful completion of LSSC Program may be substituted for **this entry-level** Classification **OR**  
2 yrs (60 hrs) college + 1 yr lib exp in specialty area or 2 yrs. related exp **OR**  
**HS diploma + 6 yrs. lib or related exp**

**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.**