

Library Associate I
Reference- Part Time, Louise Williams Branch
Min. hourly rate: \$11.7649 20-25 Hours weekly

ANSWERS TO: Branch Manager

NATURE OF WORK:

Entry level position under direct supervision of supervisor, provides service and instruction to library patrons in the use of reference materials

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintain reference materials area

Answer routine reference questions

Assist and train patrons in locating information and using resource materials and equipment

Assist patrons in the use of the internet and computer hardware and software

Place materials on hold

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.

FLSA STATUS: NON-EXEMPT

6/11/13