

Library Associate II – Reference @ Ouachita Valley
Part-time, 20-25 Hours per week
Beginning hourly rate: \$12.7920

Internal posting: 2/14/2023
Website posting: 2/17/2023

ANSWERS TO : Branch Manager at branches

NATURE OF WORK:

Performs tasks under general supervision of supervisor or designated dept member
Provides service and instruction to library patrons regarding the use of
reference materials **Does not supervise.**

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintain reference 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 including
e-readers
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 computers and appropriate software and other office equipment
General knowledge of technology trends including mobile devices and social media
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 + 1 yr. lib.or related exp + 9 hrs. LS **OR**
2 years college (60 hrs) credit +5 yrs.lib.or related exp + 9 hrs. LS **OR**
High school diploma + 7-10 yrs. related lib. exp + 9 hrs. of LS

NOTE: Successful completion of 3 Core Competencies of the LSSC Program
May be substituted for 9 hrs LS

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
6/17/1