

APPOMATTOX REGIONAL LIBRARY SYSTEM

POSITION TITLE: Library Associate I – Prince George branch

CLASSIFICATION: LA I

IMMEDIATE SUPERVISOR: Branch Services Manager

FLSA DESIGNATION: Non-Exempt

Job Type: PT (20 hours per week-varied)

Salary: \$11.23/hr

Position close date: open until filled

To apply: Our digital application can be found on our website at www.arls.org.

I. POSITION SUMMARY

JOB OBJECTIVE:

Under the general supervision of the Branch Services Manager, the Library Associate I assists patrons and performs procedures related to circulation of materials; also routes patrons and telephone calls to appropriate destinations.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- a. Charges and discharges materials and equipment to the public.
- b. Registers the public as library users.
- c. Handles reserves for specific library materials.
- d. Notifies users of fines and collects fines for overdue library materials.
- e. Serves the public in person and by telephone; gives out specific information and instructions.
- f. Prepares materials for shelving or filing.
- g. Activates and deactivates RFID inventory and security, inspects, cleans as necessary, and sorts materials onto sorting carts or shelves.
- h. Searches stacks and other areas for claimed returned, traced, lost, missing, or other items, as assigned.
- i. Handles duties associated with opening and closing library location.
- j. Performs work of Page-Shelver, as needed or assigned. May direct routine tasks of Page-Shelver.
- k. Performs Assistant-level work in other departments, as assigned.
- l. Assist in annual system maintenance procedures; i.e. purging inactive patrons, inventory, in-transit resolution.
- m. Communicate policy and assist in resolving problems with overdues, fines, lost or missing materials, registration, etc. for patrons and staff.
- n. Maintains confidentiality of patron records.
- o. Reconcile cash register, prepare deposits for Administration Services.
- p. Ensure that desks, cabinets, supplies and equipment are orderly for shared staff use.
- q. Report major problems with equipment or building systems to supervisor.

- r. Performs other tasks as needed.

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- a. General knowledge of office practices and procedures.
- b. Working knowledge of arithmetic and its uses in general office work.
- c. Ability to compile information based on general instructions.
- d. Ability to record information and to alphabetize.
- e. Ability to type with accuracy at no specified speed.
- f. Ability to gather and give basic information and instructions regarding the operation of the library.
- g. Ability to communicate effectively both orally and in writing.
- h. Ability to establish and maintain effective working relationships with the public and with fellow employees.
- i. Ability to learn and follow varied procedures involved in office work, technical support, and circulation services.
- j. Ability to maintain and work with a variety of records.
- k. Capacity to be easily understood on voice telephone. Minimum skill level: Demonstrated knowledge of proper telephone etiquette; ability to use phone systems; ability to take messages and route them to the appropriate staff member or department.
- l. Driver's license preferred.

IV. WORK ENVIRONMENT

- a. Administers work typically standing at a counter or public service desk.
- b. Work involves bending, reaching, lifting up to 25 pounds, walking and other limited physical activities.
- c. Frequent operation of computer keyboard, bar code scanner, and cash register is required; other office equipment as needed. Regular contact is made with employees and the general public.

V. EDUCATION, EXPERIENCE, AND TRAINING

High school graduation and one year of experience working in a library, office environment, or public service setting.