



APPOMATTOX REGIONAL LIBRARY SYSTEM
POSITION DESCRIPTION

POSITION TITLE: Library Associate I – Hopewell

CLASSIFICATION: LA I

IMMEDIATE SUPERVISOR: Assistant Director

FLSA DESIGNATION: Non-Exempt

Job Type: Part Time - Approximately 20 hours per week with a rotating Saturday

Salary: \$11.45/hr.

Please visit www.arls.org to apply.

Position close date: open until filled.

I. POSITION SUMMARY

JOB OBJECTIVE:

Working under the general supervision of the Assistant Director, the Library Associate I assists patrons and performs procedures related to circulation of materials; also routes patrons and telephone calls to appropriate destinations and helps public with use of public computers and other equipment.

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 Assistant-level work in other departments, as assigned.
- k. Assist in annual system maintenance procedures; i.e. purging inactive patrons, inventory, in-transit resolution.
- l. Communicate policy and assist in resolving problems with overdues, fines, lost or missing materials, registration, etc. for patrons and staff.

- m. Maintains confidentiality of patron records.
- n. Reconcile cash register and prepare deposits for Administration.
- o. Ensure that desks, cabinets, supplies and equipment are orderly for shared staff use.
- p. Report major problems with equipment or building systems to supervisor.
- q. Supports patrons in their use of computers, copier, printer, etc.
- 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.
- m. Ability to assist patrons with basic computer tasks.

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 graduate or any equivalent combination of acceptable education and experience providing the required knowledge, skills, and abilities. One year of experience working in a library, office environment, or public service setting preferred.