



# APPOMATTOX

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## REGIONAL LIBRARY SYSTEM

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#### POSITION DESCRIPTION

POSITION TITLE: Library Associate I

CLASSIFICATION: LA I

IMMEDIATE SUPERVISOR: Branch Services Manager

FLSA DESIGNATION: Non-Exempt

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

Salary: \$12.14/hr.

Please visit [www.arls.org](http://www.arls.org) to apply.

**Position close date: open until filled.**

#### I. POSITION SUMMARY

##### JOB OBJECTIVE:

Working 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 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.



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- 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.