

Job Title: Library Associate

FLSA Status: Non-Exempt

Hours per week: 12-15 hrs/week

Supervisor's Title: Circulation Manager

Current Incumbent:

General Summary:

This is a position responsible for delivery of friendly, high-quality public service in a public library setting. Primary responsibility is greeting the public, checking in and checking out library materials, processing library card applications, assisting with other library services and answering questions both in person and over the phone. This person may be asked to work on weekday or a weekday evening. Saturdays and Sundays in rotation are the regular schedule. The regular schedule however will be for a maximum of 15 hours per week.

Essential Duties and Responsibilities:

- Promotes and maintains high standard of public relations.
- Works with the public and other staff members.
- Uses the library's computer system to check materials in and out to customers.
- Uses the library's computer system to locate materials for customers.
- Works the circulation desk according to the assigned schedule; follows routine procedures; answers the telephone as needed.
- Registers library customers for library programs and use of facilities.
- Attends meetings, training seminars as required.
- Performs related duties as assigned or as the situation dictates.

Work is performed in keeping with the objectives, policies and established procedures of the Nesmith Library.

Required Knowledge, Skills, and Abilities:

- Adopt Nesmith Library policies, practices, goals and objectives.

- Ability to establish and maintain effective working relationships with associates, and the general public.
- Ability to deal pleasantly, tactfully and efficiently with people of all ages, temperaments, abilities, genders, races, religions and national origins.
- Must be able to work with money and make change.
- Basic computer skills (ie: Microsoft Office Suite, Google Docs etc.)
- Ability to learn new technical and computer skills.
- Ability to work efficiently and calmly during busy periods and with frequent interruptions.
- Flexibility to deal with multiple and extra unexpected tasks and patrons simultaneously.
- Ability to follow oral and written instructions.
- Must be conscientious and pay attention to detail.

Education and Experience:

Bachelor's degree.

Previous library work experience preferred.

Other combinations of education and work experience may be considered.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:				X
Climbing/Stooping/Kneeling:			X	
Lifting/Pulling/Pushing:		X		
Coordinated movement of fingers and hands: Must be able to write, type, and use phone system.				X

Working Conditions:

Nesmith Library
8 Fellows Road
Windham, NH 03087

www.nesmithlibrary.org

Phone: 603.432.7154 Fax: 603.537.0097

- Position requires ability to see, read and understand titles, call numbers and dates; sort accurately by alphabetical, numerical, chronological or Dewey Decimal order; reach up or down to shelve materials; manipulate library materials up to 15 pounds; carry/lift bags of library materials up to 40 pounds; grip library materials; and manipulate loaded book carts weighing up to 300 pounds over carpeted floors.
- Normal, indoor working conditions, with adequate work space, temperatures, ventilation and lighting.
- Normal office exposure to noise, stress and disruptions

Required Signature:

(Sylvie Brikiatis, Library Director)

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Last Modified:

Job Description Approved by N.L. Personnel Committee _____