

Library Associate I – Young Adult/Reference

ANSWERS TO: Department Head or Branch Manager

NATURE OF WORK: Entry level position under direct supervision of supervisor, provides service, instruction and programming to tweens and teens, as well as use of reference materials to all patrons.

ESSENTIAL DUTIES AND RESPONSIBILITIES: YA: Maintains young adult materials and the designated young adult area. Assists and trains young adults in locating information and using available resources.

Assists and trains young adults in the use of the Internet and technology equipment and applications. Prepares and presents appealing tween and teen programs. Answers routine reference questions.

Reference: Maintains reference materials. Answers routine reference questions. Assists and trains patrons in locating information and using resource materials and equipment. Assists patron in the use of the Internet and computer hardware and software. Assists in placing materials on hold. Other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of standard library practices and procedures. Skill in the use of computer and other office equipment. 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/BA (Successful completion of LSSC Program may be substituted for this entry-level classification). Or, 2 yrs. (60 hrs.) college + 1 yr. library experience in specialty area or 2 yrs. related experience. Or, HS diploma + 6 yrs. library or related experience.

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
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