

## **Library Associate I - Technical Services-Purchasing**

**Answers To:** Head of Technical Services

**Nature of Work:** Under broad supervision, order and account for library materials and supplies.

**Essential Duties and Responsibilities:** Processes and reconciles invoices and packing lists for library materials and supplies. Processes orders for library materials and office supplies. Monitors materials budgets. Keeps supply inventory current and up-to-date. Distributes supplies to branches and storeroom. Other duties as assigned.

**Required Knowledge, Skills and Abilities:** Knowledge and operations of standard office equipment. Basic computer skills, in the Windows environment, and working knowledge of specified software programs. Ability to understand and follow oral and written instructions. Appropriate oral and written communication skills. Ability to deal effectively and courteously with co-workers, public and vendors. Proficient in total purchasing process; governmental or other purchasing experience preferred.

**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 in business, general studies or other relevant degree **OR** 2 yrs. (60 hrs.) college credit + 1 yr. experience in specialty area or 2 yrs. related experience **OR** HS diploma + min of 6 yrs. purchasing 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  
Rev. 6/24/13