

Library Associate I - Genealogy/Special Collections

Answers to: Head of Genealogy/Special Collections

Nature of Work: Under general direction of supervisor provides service and instruction to library patrons regarding the use of reference materials pertaining to genealogy.

Essential duties and responsibilities: Maintains genealogy areas. Answers routine reference/genealogy questions. Assists and trains patrons in locating information and using resource materials and equipment. Assists patrons in use of the internet and computer hardware and software. Place materials on hold. Maintain vertical file collection using judgement to determine relevant articles. Process photographic and vertical file collections including digitization according to archival standards. Identify, prepare, and process materials to and from bindery as needed. Use system software to place materials on hold, manage computer usage and locate materials. Other duties as requested.

Required knowledge, skills, and abilities: Good knowledge of standard library practices and procedures. Skill in use of computers in a Windows environment, 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 an 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.

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 inspecialty area (genealogy), or 2 yrs. related experience, or High School 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

4/7/18