

Library Associate II – Reference

Answers to: Head of Reference at Main, Branch Manager at branches

Nature of work: Performs tasks under general supervision of supervisor or designated department member. Provides service and instruction to library patrons regarding the use of reference materials. Does not supervise.

Essential duties and responsibilities: Maintains reference area. Answers routine reference questions. Assists and trains patrons in locating information and using resource materials and equipment. Assists patrons in the use of the internet and computer hardware and software including e-readers. Places materials on hold. Other duties as requested.

Required knowledge, skills, and abilities: Good knowledge of standard library practices and procedures. Skill in the use of computers and appropriate software, in the Windows environment, and other office equipment. General knowledge of technology trends including mobile devices and social media. 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 + 1 yr. library or related experience + 9 hrs. library science. OR Two years college (60 hrs.) credit + 5 yrs. library, or related experience + 9 hrs. library science. OR High school diploma + 7-10 yrs. related library experience + 9 hrs. of library science.

NOTE: Successful completion of 3 core competencies of the LSSC program may be substituted for 9 hrs. library science.

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
6/17/13