

**Library Associate I- Reference/Circulation**  
**OV Branch -Full Time**  
**Min. Hourly rate: 11.7649**

**ANSWERS TO:** Branch Manager

**NATURE OF WORK:**

**Entry level position** under general supervision , provides service and instruction to library patrons in the use of reference and other library materials. Provides **frontline customer service** to all patrons.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Maintain reference materials area

Answer routine reference questions

Assist and train patrons in locating information using resource materials in all formats

Assist patrons in the use of the internet, computer hardware and software and other electronic devices

Place materials on hold

Checking in/out materials

Patron Registrations

Collecting fines/fees

Answer phones

Identify and send in materials for cleaning and repair

Work as team member with all members of the branch.

**Obtain basic working knowledge of all aspects of the Branch and assist co-workers as needed.**

**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 lib exp in specialty area or 2 yrs related exp**

**OR**

**HS diploma + 6 yrs.. Lib. or related exp.**

**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**