Library Associate II- Reference/YA Services
OV Branch. Full Time
Min. hourly rate: $12.7920

Answers to: Branch Manager
Nature of Work:

Under general supervision, provides service and instructions to library patrons regarding the use of reference and other materials. Plan and conduct programs for teens and young adults**.   Does not supervise**

Essential Duties and Responsibilities:

Maintain Reference Area
Answer routine reference questions
Assist and train patrons in locating information and using resource materials & equipment
Assist patrons in use of internet and computer hardware and software including e-readers
Place materials on hold
Plan and present programs for teens and young adults
Other duties as requested

Required Knowledge, Skills and Abilities:

Good knowledge of standard library practices and procedures,
Skill in the use of computers and other office equipment
Ability to deal effectively with patrons and co-workers
Ability to understand and follow oral and written instructions
Function as Team-Player and assist in all areas of the Branch as needed

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 year lib or related exp +9 hrs. LS	**OR**
2 years college/(60 hrs) +min of 5 yrs. lib or related exp + 9 hrs LS	**OR**
High school diploma + 7-10 yrs. lib or related exp + 9 hrs LS	

> **NOTE: Successful completion of 3 Core Competencies of the LSSC Program may be substituted for 9 hrs LS)**

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