

Library Associate I- Ref/YA Ollie Burns Branch
Min.hrly rate: \$11.76/ 40 hr/week

ANSWERS TO: Branch Manager

NATURE OF WORK:

Entry level position under direct supervision of supervisor, provides service, instruction and programming to tweens and teens
Reference service to all ages
Assist in any area of the Branch as needed, especially circulation in small branches

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintain young adult materials and the designated young adult area
Assist with routine reference questions
Assist and train young adults in locating information and using available resources
Assist and train young adults in the use of the internet and technology equipment and applications
Prepare and present appealing tween and teen programs
Work circulation desk as assigned
Other duties as requested

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
Rev. 6/24/13