

Library Associate I- Genealogy/Special Collections

Min. hourly rate: \$11.7649 20-25 Hrs/week

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:

Maintain genealogy areas and collection including shelf reading
Answer routine reference/genealogy questions
Assist and train patrons in locating information and using resource materials and equipment
Assist patrons in use of the internet and computer hardware and software, microfilm reader/printer and photocopier
Place materials on hold
Assist patrons from a public service desk as scheduled including afternoons and weekends
Maintain vertical file collection using judgement to determine relevant articles
Process photograph 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 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 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.

REQUIREMENT 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(genealogy) or 2 yrs related exp **OR**
High School 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