



Library Associate I, Reference

Louise Williams Branch

Website posting: 8/12/21

Part-Time: approximately 25 hours per week

Beginning Hourly rate: \$ 11.7649

Answers to: Department Head or Branch Manager

Nature of Work

Entry level position under direct supervision of supervisor, provides service and instruction to library patrons in the use of reference materials

Essential Duties and Responsibilities

- Maintain reference materials area
- Answer routine reference questions
- Assist and train patrons in locating information and using resource materials and equipment
- Assist patrons in the use of the internet and computer hardware and software
- Place materials on hold
- Other duties as requested

Require 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 years (60 hours) college + 1 year library experience in specialty area or 2 years related experience, **OR**
- High school diploma + 6 years library or related experience

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

6/11/13