



Associate Librarian Star Branch

10706 W. State St., Star, ID 83669
Position Close Date: Open Until Filled

Status/Hours: Full time, Range 32 to 36 hrs./week **Starting Range:** \$17.65 to \$22.01 per hour

Application Instructions: Applications may be completed online at www.adalib.org/system/employment. Resumes are strongly encouraged. For questions regarding the process or position, please contact Lyn Butterworth, Human Resource Specialist @ lbutterworth@adalib.org. (Note: Internal candidates apply via the internal application process)

Summary

The Associate Librarian provides welcoming and accessible library services to patrons including reference/reader's advisory, technology assistance, programming/outreach, and circulation duties. Serves as a lead team member to administer library services and may coordinate a specialized service for the branch or system.

Essential Job Functions

- Provides excellent customer service (in person, by phone, email, online, etc.) in locating information and materials; by providing basic reference/reader's advisory; and in guiding patrons in the effective use of library resources. Refers persons requiring professional assistance to a Librarian.
- Informs patrons of library policies/procedures and addresses concerns or violations in a positive manner.
- Provides instruction and technical assistance to patrons in a variety of areas including online catalogs and databases, the Internet, and other digital media, and in using computers, digital devices and other equipment. Assists with printing, copying, and self-checkout machines.
- Plans, implements, and evaluates programs of interest for children, teens and/or adults (in-person or virtual).
- Promotes library use, programs/events and services through displays, presentations, booklists, training materials, participation in community events, communications and publicity distribution.
- Collects statistics, prepares reports, and makes recommendations on specific areas of library service.
- Provides a variety of clerical and/or technical tasks including checking in/out material, processing holds, issuing library cards, updating/reconciling patron accounts, etc.
- Participates in meetings/training and serves on work committees to contribute to the effectiveness of the library.

Additional Duties and Responsibilities

- May participate in collection development, weeding, and maintenance of library materials including donated materials.
- Assists in grant writing for needed materials, services or programs.
- Provides training and guidance to new and current staff on library resources, procedures and policies, as needed.
- Provides direction to library volunteers as needed.
- May be designated as "staff in charge" in the absence of the Branch Manager or Assistant Manager.
- Performs other duties as assigned.

Minimum Qualifications

- Bachelor's degree and at least five years of library experience or any equivalent combination of education, experience, and training with demonstrated progress in responsibility and skills.
- Knowledge of a library's collection, reference materials and general library policies, practices
- Strong customer service, organizational and time management skills
- Ability to work both independently and in a collaborative team environment
- Willingness to take on responsibilities and adaptability to work in a changing, public-facing environment.
- Ability to exercise tact, diplomacy, cultural sensitivity, and courtesy when dealing with patrons and staff.
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to operate and perform basic troubleshooting of technology, office equipment, and computer systems including hardware and software (e.g. Google applications, electronic databases, email, and internet).
- Must be able to work at least one evening a week and some Saturdays.

Physical Demands/Work Environment

- Will work in a general library environment where subjected to working around others and occasionally independently, working mainly inside (with some outdoor activities), and a moderate noise level
- Ability to lift and carry up to 25 pounds, and push/pull loaded carts of library materials
- Requires sufficient dexterity to operate office, computer, or other technical equipment
- Ability to hear and speak clearly and must have visual acuity to distinguish letters, words, and numbers as needed
- Will regularly walk, stand, sit, reach and grasp and occasionally stoop, bend or kneel throughout the workday