

## **Part-time Library Associate, Norris Millet, Sr. Library in La Place, LA**

St. John the Baptist Parish Library

### **Grade 6: \$21.13 – 21.56 hourly**

St. John the Baptist Parish Library seeks an enthusiastic member to join our public service staff as a Library Associate, Part-time.

Under the supervision of the Branch Supervisor, the Library Associate provides front-line service to the public and must be prepared for the variety of demands, tasks, and daily interactions. Library Associates perform a range of clerical duties, information services, public interactions and support and can act as the lead worker in the absence of a supervisor. Library Associates work any hours that the library is open, including evenings and weekends.

This is an ideal position for an engaging person to further their development in libraries.

#### **General Job Duties:**

Provide customer service

- Explain library policies and services to all patrons
- Register borrowers and maintain patron records in an accurate and timely manner
- Provide customer service to patrons in person, by telephone and email
- Assist patrons with computers (library catalog, internet, word processing and MS Office Suite)
- Contribute to program and event planning and presentation, including craft/art project
- Utilize library resources online and in print to answer patron questions under supervision of the Branch Supervisor

Contribute to efficient daily operations

- Prepare the library building and equipment for opening and closing
- Monitor and maintain the collection and shelve books
- Contribute to the welcoming, informative, and attractive environment of the library (displays, bulletin boards, exhibits, decorations)
- Be aware of workflow and daily operations and provide guidance as required
- Follow the policies and procedures put forth in the Library policy and operation manuals
- Maintain the confidentiality of library operations and business of the library, staff, and patrons
- Work cooperatively and in professional harmony with coworkers, supervisors, administration, and the community
- All other duties as assigned

#### **Required Skills and Abilities:**

- Must have a proactive and customer-focused public service approach and generally a respectful, kind attitude when working with a diverse public of all ages and walks of life
- Must have computer skills utilizing the internet, word processing, data entry, other software
- Ability to explain, demonstrate, and teach in one-on-one and group settings
- Ability to work calmly in pressure situations such as emotionally charged customers and handling complaints, meeting deadlines, and juggling multiple activities and requests for assistance
- Interest in and knowledge of literature and other sources of information available at the library
- Enthusiasm for creating and conducting library programs for all age groups
- Exhibit creativity in designing displays
- Knowledge of library organizational systems such as the Dewey Decimal System
- Maintain excellent written and oral communication skills

#### **Minimum Qualifications:**

- 1. Bachelor's Degree with 2 years of library or comparable experience**
- 2. Proficiency with computers, software and internet use and other technology devices**
- 3. Understanding of public library services and tenets**
- 4. Ability to lift 25 pounds.**

**Ideal candidate will excel in the following five (5) Core Professional Attributes that contribute to the success of the St. John Parish Public Library.**

**Accountability** – Making a commitment to the organization, meeting obligations, adhering to policy and accepting responsibility, demonstrating personal integrity, earning trust, modeling ethical behavior, and understanding perceptions of behavior.

**Communication** – Expressing ideas, listening for understanding, giving feedback, and facilitating open communication.

**Customer Service** – Meeting customer expectations, providing proactive service, resolving customer concerns, managing customer expectations, and following up to ensure satisfaction.

**Initiative** – Identifying what needs to be done, taking action, adding value and participating in change.

**Teamwork** – Contributing to the team, working cooperatively toward shared goals, resolving conflict, building team capability and celebrating success.

**Minimum Qualifications**

Requires a Bachelor’s Degree and minimum of 4 years of experience in a public library or in a related field.

*Supplemental Information:*

**Physical Activities**

N = Never; R = Rarely (Less than 25%); O = Often (25% - 75%); A = Always (More than 75%)

Standing	O	Sitting	O
Walking	O	Bending	O
Stooping	R	Kneeling	R
Crawling	R	Climbing	R
Typing	O	Grasping	O
Talking	O	Hearing	O
Repetitive motions of hands/wrists	O	Handing	O
Repetitive motions of feet	O	Reaching	O

Average number of pounds through a normal day that are pushed, pulled, etc. and the distance over which the weight is moved:

Activity	Average Number of Pounds	Distance Weight is Moved
Pushing	25	200 ft
Pulling	25	200 ft
Lifting	30	200 ft
Carrying	30	200 ft

**Examples of physical activities required in this position:**

Standing and reaching while creating displays, moving materials and delivering presentations.

Sitting at workstation and typing on computer

Pushing booktrucks

Walking through library

Speaking on phone

**Possible Hazards (chemicals, dangerous machinery, etc.)**

None known.

**Interested applicants, please submit cover letter, resume, and application found at the following <https://stjohnlib.com/wp-content/uploads/2020/08/St.-John-Library-Employment-Application.pdf> to Amy Riche', Assistant Library Director, at [ARiche@stjohn.lib.la.us](mailto:ARiche@stjohn.lib.la.us). This advertisement closes 6/11/2021 at 5pm.**

**In addition, please provide answers to the following questions:**

- 1. What's the last great book you read?**
- 2. Why do you think libraries are important?**

***Equal Opportunity/Affirmative Action Employer/Women/Minorities/Veterans/Disabilities***

