

TOWN OF HALIFAX –EMPLOYEE POSITION DESCRIPTION

**Position Title: Library Associate/
AdultServices**

Department: Holmes Public Library

Hours Worked Per Week/Month: 35/week

Hourly Wage/Salary: \$17.12

Purpose of Job: (General statement of position) To manage Adult Services (including automated/networked circulation, book selection, readers' advisory, programming, organization of the collection, library bookkeeping)

**Supervision Received (Supervisor's titles and how assignments are given)
Directly reports to the Library Director
Reports to the Assistant Library Director in absence of the Director**

**Direct Supporting Staff who report to
employee and titles.**

NA

Their Staff

NA

Detailed Statement of Duties and Responsibilities (List tasks performed by employee)

General Statement for Library Associate Level: This is a paraprofessional category, which requires either sufficient experience or education to perform responsible circulation, technical service or public service duties. The educational qualification of the Library Associate is a Bachelors Degree. Library Associates perform more complex circulation, processing or public service duties(not clerical work) under supervision. The positions within this category require a good knowledge of library operations, automates library systems and library collections. Good judgment, organizational skills and the ability to work with the public is essential. Emphasis is on library service to the adult public including circulation, collection development, readers' advisory. Manages the circulation desk, handles patron requests, maintains patrons record in secure database, troubleshoots circulation problems, aids patrons in library use, explains library policies and services to patrons, plans and runs adult programs, including book discussion groups, reads, reviews and assists in the selection of print & non-print materials for the popular adult circulating and reference collections, attends workshops and meetings

Qualifications required at hire (List knowledge, skills, and abilities – What employee must know to perform this job)

Public Library experiences preferred: strong public services and organizational skills: familiarity with automated library systems,

Qualifications acquired on the job (List knowledge, skills, abilities what did/do the employee learn on the job to help them do their job better)

Organization of the library SAILS/Sirsi Workflows(Circulation, Acquisitions, Cataloging), Ipage; SAILS OPAC; library confidentiality issues; library and SAILS policies and procedures, MBLC (State) policies and requirements and Town personnel

Minimum entrance requirements (any education degrees, work experience or special certification/license requirements)

BA/BS required; prior experience in circulation and in varied library work, particularly in the public service sectors, knowledge of adult and young adult literature, knowledge of automated library systems, experience with the Internet and the ability to work with people, strong public services, and organizational skills:

Working conditions (Describe working environment office, outside, on patrol, and any physical requirements).

Primarily office (indoor environment); light lifting, ability to bend, twist, reach, stretch, operate telephone and computer

Signature of Supervisor

Date

Reviewed by Wage and Personnel Board

Date