

CRAWFORD COUNTY LIBRARY Policy Manual

Policy No. 301

Subject: Library Associate (replaces Page job description)

BASIC FUNCTION:

Performs basic library tasks in the public library system with supervision.

EDUCATION, TRAINING, ABILITIES:

Requires a high school diploma, GED or equivalent with related experience and training which provides the required knowledge, skills and abilities. Must possess high level of verbal and written communication skills, as well as basic clerical and mathematical skills.

KNOWLEDGE, SKILL, ABILITIES:

Knowledge of library principles, Crawford County Library Policies, methods, techniques and procedures; knowledge of Dewey Decimal System; ability to work in a team environment, exercise sound judgment, use tact and courtesy. Capable of learning and applying new methods.

CHARACTERISTICS, DUTIES, RESPONSIBILITIES:

- Ensures the efficient and effective daily operations of the public library
- Assists patrons on the selection, organization and interpretation of library materials
- Assists library patrons with library equipment and related software
- Knowledge of proper English usage, grammar, spelling and vocabulary
- Prepares, cleans and repairs library materials as needed.
- Prepares and processes all library materials for pick up and delivery
- Maintains library environment to ensure cleanliness and safety for all patrons
- Check in and re-shelf materials in an efficient and timely manner
- Straighten and maintain library collections
- Maintains the confidentiality of all patron records and transactions
- Performs related work as required

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

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TERMS OF EMPLOYMENT:

Part-time. Work schedule to be determined by Crawford County Library Director/Librarian. Wages in accordance with adopted policy.

EVALUATION:

Performance of this job will be evaluated by the Crawford County Library's Administrative Assistant with help from supervisors, in accordance with Crawford County Library Board Policy No. 209.

ADOPTED: June 26, 2001

REVIEWED: November 12, 2002, April 10, 2008, May 8, 2008

AMENDED: April 10, 2008, May 8, 2008