

TITLE	Associate-Adult Services
JOB CLASSIFICATION	Grade 300, Facilitator/Associate Tier, Regular, Nonexempt
HOURS	Part-time (20 hours). Evening and weekend hours. Required to adapt to future schedule changes, depending on departmental and library-wide needs.

REQUIREMENTS

Education/Experience

BA/BS degree required. Experience in a library setting or other relevant experience preferred.

Knowledge/Skills

Knowledge of standard reference sources and familiarity with acquisitions databases, online catalogs and Internet databases required. Must be able to perform reference and readers' advisory interviews and offer suggestions for music, books, and movies. Must have the ability to speak in public, plan programs and lead book discussions. Comfort, familiarity and basic usage skills in new information technologies, particularly in Internet research, apps, e-books, e-readers, and library automated databases required. Knowledge of music genres. Aptitude and knowledge of electronics and hands-on technology a plus. Ability to communicate effectively in a team-oriented environment. Strong written, verbal, customer service and interpersonal skills.

Working Conditions

Work performed primarily inside the library facility. Lifts, moves, shelves books and other light materials and equipment. Occasionally required to attend meetings or training sessions outside the library facility.

REPORTS TO: **Adult Services Manager**

POSITION(S) SUPERVISED: **None**

BRIEF DESCRIPTION

BASIC SUMMARY

Westlake Porter Public Library's mission is to educate, empower, enlighten, and excite the public by serving as a premier knowledge provider, a family activity center, and Westlake's information and community commons. **This position assists in accomplishing this mission by ensuring the accessibility of library resources to include subscription services, microforms, government documents, and ephemeral material.**

ESSENTIAL POSITION DUTIES**% Time**

1. Assists library patrons in finding materials or information to meet their informational needs. [30%]
2. Instructs individuals in the use of computers, the public catalog, library materials and equipment, and in library policies and procedures. [18%]
3. Compiles booklists, bibliographies, and special interest lists or materials, as requested. [5%]
4. Provides readers' advisory services by recommending appropriate reading, listening and viewing materials to patrons. [10%]
5. Works on marketing music collection by creating and stocking displays. [5%]
6. Plans and markets music programs, as directed. [20%]
7. Keeps informed by attending departmental and general staff meetings and by participating in other workshops or training offerings when appropriate and as requested or required. [5%]
8. Initiates interlibrary loan requests or referral efforts, if the information needed is not available in Porter Public Library. [2%]
9. Maintains all necessary statistics concerning the number and type of information requests received and materials used, as required. [3%]
10. Performs miscellaneous related additional duties as needed by the library and assigned by the supervisor. [2%]
11. Serves as a positive part of the Adult Services Team by communicating effectively with coworkers and supervisors and by assisting the Manager of Adult Services in all aspects of providing good reference service to the public. [ongoing]

Communication and Teamwork**Ongoing**

- Serves as a positive (member/leader) of the (department) team by communicating effectively with coworkers and managers, by providing excellent customer service to the public and other departments, and by understanding and conveying the library's mission and values.
- Keeps informed of library activities and policies by attending general staff meetings, participating in regular department meetings, and by participating in training and development opportunities when appropriate and as requested or required. Keeps informed of current trends and issues in (department) through (memberships, trade materials, associations, etc).
- Performs miscellaneous related duties as needed by the library and assigned by the (department supervisor/manager/director).

PHYSICAL DEMANDS CHECKLIST

PHYSICAL STRENGTH FACTORS:

- Lifting Yes No
- Pushing Yes No
- Pulling Yes No
- Carrying Yes No
- Reaching Yes No
- Gripping Yes No
- Does job require reaching above shoulders?
 Yes No
- Does job require reaching to floor level?
 Yes No

If yes, list maximum weight: 20lbs.

PHYSICAL MOBILITY FACTORS:

- Throwing Yes No
- Sitting Yes No
- Standing Yes No
- Walking Yes No
- Climbing Yes No
- Stooping/Bending Yes No
- Crouching Yes No
- Kneeling Yes No
- Crawling Yes No
- Twisting Yes No
- Balancing Yes No

SENSORY/PERCEPTUAL FACTORS:

- HEARING:**
- Conversation Yes No
 - Sounds Yes No
- VISION:**
- Far Yes No
 - Near Yes No
 - Color Yes No
 - Depth Yes No
- PERCEPTION:**
- Spatial Yes No
 - Form Yes No
 - Feeling Yes No

WORK ENVIRONMENT:

- Inside Work Yes No
- Outside Work Yes No
- Hot/Cold Yes No
- Fumes Yes No
- Traveling Yes No
- Working Alone Yes No
- Working in a Group Yes No
- Interacting with the Public Yes No

HAZARDS:

- Machines Yes No
- Electrical Yes No
- Sharp Tools Yes No
- Slippery floors Yes No
- Congestion Yes No
- Heat/Cold Yes No
- Dust/Vapor Yes No

OPERATE:

- Equipment Yes No
- Telephone Yes No
- Computer Yes No

ACCESSIBILITY FACTORS:

- Doors Yes No
- Aisles Yes No
- Tables Yes No
- Telephones Yes No
- Staff Room Yes No
- Bathrooms Public Yes No
- Drinking Fountain Yes No
- Parking Yes No