

TITLE	SR. ASSOCIATE/MUSIC SELECTOR
CLASSIFICATION	Grade 310, Regular, Facilitator/Associate Non-exempt
HOURS	Part-Time (20 Hours) Evening and weekend hours required. Required to adapt to future schedule changes, depending on departmental and library-wide needs.

REQUIREMENTS

Education/Experience

BA or BS required. Library or other relevant experience required.

Knowledge/Skills

Good public service skills, verbal, writing and interpersonal skills are a must. Cultural literacy (including knowledge of music genres and movies), a broad knowledge base and personal reading required. Creativity is a plus. Knowledge of standard reference sources and familiarity with acquisitions databases, online catalogs and Internet databases preferred. Must be able to perform reference and readers' advisory interviews and offer suggestions. Must have the ability to speak in public, perform book talks, book reviews for community groups and lead book discussions.

Working Conditions

Work is performed primarily in the library. Travel to occasional meetings outside the library. Occasional speaking engagements outside the library. Lifting, moving, shelving of books, other light library materials and equipment is expected.

REPORTS TO Popular Materials Department Manager

POSITION(S) SUPERVISED None

BRIEF DESCRIPTION

BASIC SUMMARY

Westlake Porter Public Library's mission is “. . . to educate, empower, enlighten, and excite by serving as premier knowledge provider, a family activity center, and Westlake's information and community commons.” This position assists in accomplishing the mission by: **1) helping patrons determine their alternatives through reference, readers advisory interview, locate materials or information, and understand how to use the materials, equipment, and processes in the library, and 2) providing accurate, timely information, materials, and referrals in a courteous and expedient manner.**

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 the public catalog, library materials and equipment, and in library policies and procedures. This may be on a one-to-one or group basis, including school visits and other tours. [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. Selects and deselects materials for music area of the collection, as required or assigned. [20%]
6. Works on marketing collection by creating themed display by stocking displays, listening stations, DVD and video displays, books on CD and staff favorites. [5%]
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 Popular Materials team by communicating effectively with coworkers and supervisors and by assisting the Manager of Popular Materials 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: 20 pounds

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