

PORTER PUBLIC LIBRARY

JOB DESCRIPTION

JOB TITLE	Substitute Library Associate
JOB CLASSIFICATION	Substitute
SALARY	300, Facilitator/Associate Tier, Hourly rate set by Board
HOURS	Variable, only as needed.
JOB REQUIREMENTS	EDUCATION/EXPERIENCE BA required. Library or other relevant experience preferred.
	KNOWLEDGE/SKILLS Familiarity with microcomputers and considerable computer-comfort highly desirable. Proficient verbal, writing, and interpersonal skills are required. Ability to communicate effectively and to function effectively in a team-oriented environment is critical. Good public service skills are a must. Cultural literacy, i.e., a broad knowledge base, is essential.
	WORKING CONDITIONS Work is performed in the library. Lifting, moving, shelving of books, other light library materials and equipment is expected.
REPORTS TO	Coordinator of Department for whom substitute hours are needed.
POSITIONS SUPERVISED	None

BRIEF JOB DESCRIPTION

Porter Public Library's mission is to educate, empower, enlighten, and excite the public by providing accessibility to and instruction in an array of resources in multiple formats on-site, and by linking individuals with resources and agencies off-site, that meet their information needs. **This position helps accomplish that mission by: 1) helping patrons determine their alternatives, 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.**

DETAILED JOB DUTIES (WITH ESTIMATED % OF TIME)

1. Provides courteous, accurate, and responsive direct service to adults or children:
 - a. Provides reference service by directly assisting library patrons, in person and on the phone, in finding materials or information to meet their informational and recreational needs.
 - b. 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.
 - c. Provides readers' advisory services by recommending appropriate reading/viewing materials to patrons, when asked.

(95%)

2. Performs support/auxiliary reference services:
 - a. Initiates referral efforts or interlibrary loan requests if the information needed is not available in Porter Public Library.
 - b. Maintains all necessary statistics concerning the number and type of information requests received and materials used, as required.

(5%)

3. Works and serves as a positive part of a team-oriented work environment to initiate, maintain, and/or implement efficient, effective, innovative, customer-oriented service to the public and each other:
 - a. Serves as a positive part of the department and library team by communicating effectively with coworkers and supervisors and by assisting the Coordinator and Assistant Coordinator in all aspects of providing good service to the public.

b. Keeps informed by attending departmental and general staff meeting, as requested, and by participating in other workshops or training, when required.

c. Performs miscellaneous related additional duties as needed by the library and assigned by the supervisor.

(continuous)

ESSENTIAL DUTIES: 1 through 3

PHYSICAL DEMANDS CHECKLIST

Job Title Substitute Library Associate Date 10/31/00

PHYSICAL STRENGTH FACTORS:

Does this job require?:

Lifting Yes No
Pushing Yes No
Pulling Yes No
Carrying Yes No
Reaching Yes No

If Yes, list maximum weight: 20#

Does job require reaching above shoulders? Yes No

Does job require reaching to floor level? Yes No

Gripping Yes No

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
Interact with 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 Ftn Yes No
Parking Yes No