

Position Profile



Delaware
County District
Library

Delaware • Ostrander • Powell • Orange

**Non Exempt
Pay Range: 103**

Library Associate

Summary of Job Responsibilities: Provides direct service as the library's primary contact with the public in borrowing materials and accessing library services.

Minimum Qualifications:

- High School diploma or equivalency.
- Ability to work days, evenings, and weekends.

Knowledge, Skills and Abilities:

- Strong oral and written communication skills.
- Flexibility and adaptability.
- Attention to detail.
- Problem solving skills.
- Strong technology skills.
- Ability to interpret and apply library policy.
- Works well individually and as part of a team.
- Ability to multitask and shift priorities as required.

Duties and Responsibilities:

- Provides direct circulation service to patrons and reference service as required.
- Performs tasks essential to daily library operations.
- Plans and provides programming for children, teens or adults as assigned.
- Attends regular staff and committee meetings.
- Supports and implements the Library's Mission Statement.
- Supports and implements the Library's Customer Service Expectations.
- Stays up to date with new developments, and participates in continuing education events.

Note: The tasks listed above are illustrative, but not exhaustive, of the tasks performed by persons in this classification.

Working Conditions:

- All library positions require constant physical activity, including standing, walking, reaching and grasping.

- Employees should be able to lift 10 lbs. consistently and 50 lbs. occasionally.

Employee Acknowledgement: I have read this job description and had the opportunity to ask questions.

Employee

Date

