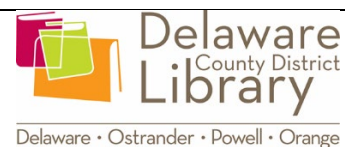


# Position Profile



FLSA:	Non-Exempt / Hourly	Effective Date:	December 1, 2021
Pay Classification:	31	Reports to:	Branch Manager

## **Branch Associate**

**Summary of Job Responsibilities:** Reporting to the Branch Manager, the Branch Associate 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 is required.
- One to two years related experience or any equivalent combination of experience which provide the required knowledge, skills, and ability is required.
- Ability to load, unload, lift, shelve, transfer, and/or transport materials up to 75 lbs. is required.
- Ability to work days, evenings, and weekends is required. The schedule may change as the needs of the Library change.
- Ability to travel between Library locations as needed is required.
- Regular and predictable physical attendance is required.

### **Employment Contingencies:**

- Must satisfactorily complete a background investigation.

### **Knowledge, Skills, and Abilities:**

- Familiarity with a wide range of research methods and tools.
- Ability to devise and execute effective searches using the Library's catalog, subscription databases, and online resources.
- General knowledge of Dewey Decimal Classification (DDC) system.
- General knowledge of and location of Library materials.
- Ability to address and resolve patron conflicts.
- Ability to multitask and shift priorities as required.
- Strong oral and written communication skills.
- Strong technology skills.
- Flexibility and adaptability.
- Problem solving skills.
- Well organized with strict attention to detail.
- Ability to interpret and apply Library policy.
- Works well individually and as part of a team.

**Duties and Responsibilities:**

- Provides direct circulation service to patrons, and reference service, as required (i.e., phone, in person, computer lab, drive through, curbside, information desk, readers' advisory, virtual).
- Plans and presents programs for children, teens, and adults as assigned.
- Performs tasks essential to daily Circulation operations (i.e., checking Library materials in/out, registering patrons for new Library cards, opening/closing duties, resolving issues with patron registration records, providing Library technology assistance).
- Assists with shifting collections, weeding, and collection maintenance.
- Stays up-to-date with new developments, best practices, participates in continuing education events, and attends appropriate conferences/trainings.
- Participates in the state library association and/or other professional organization as assigned.
- Attends regular staff and committee meetings as assigned.
- Supports and implements the Library's Mission Statement, Vision Statement, Strategic Plan, and Customer Service Expectations.
- Performs other duties and tasks as assigned.

*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 some or varying levels of physical activity, including standing, walking, reaching, squatting, lifting, carrying, pushing, and grasping.
- Ability to sit/stand and use computer for extended periods and standard office equipment daily.
- Majority of work performed in a public building office environment.
- Employees should be able to lift and/or carry 25 lbs. consistently and 75 lbs. occasionally.
- Employees should be able to push Library carts 25 lbs. consistently and 75 lbs. occasionally.
- Requires travel between Library locations as needed.
- Requires ability for extended hours as needed.
- Requires evening and/or weekends as needed.
- Requires periodic participation and attendance at events and trainings.

Employee Acknowledgement: I have read this position profile and had the opportunity to ask questions.

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Employee

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Date