

Swarthmore Public Library
LIBRARY ASSOCIATE

Job title: Library Associate

Reports to: Library Director

Classification: Part-Time; Non-Exempt; 12-20 hours a week

POSITION SUMMARY

Under the general direction of the Library Director, this position performs a wide variety of public, clerical, and technical services to aid in the operation of the public library and ensures a positive experience for our community by engaging with patrons, connecting users with books, and promoting library services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Act as first point of contact for patrons.
- Provide a full range of circulation services, including reference and readers advisory.
- Assists patrons with use of library facilities including computers, printer, and copier.
- Provide daily maintenance of library as needed, including shelving, shelf reading, and collection maintenance.
- Assists with development and supports library programming.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

- High school diploma or its equivalent required.
- Previous experience working in a library setting preferred.

SKILLS AND ABILITIES

- Desire and ability to serve the public with enthusiasm, friendliness, tact, and diplomacy.
- Strong interpersonal skills and the ability to work effectively with a wide range of people.
- Must possess ability to function independently, have flexibility and the ability to work effectively with patrons, co-workers and others.
- Ability to comprehend and follow instructions and communicate effectively, orally and in writing.
- Adept at multitasking and organization with keen eye for details.
- Must possess advanced computer application skills.
- Must possess the aptitude to work with and learn new computer technologies.

SPECIAL REQUIREMENTS:

- This position requires satisfactory passage of criminal background check and child abuse clearances.

PHYSICAL DEMANDS:

- Moderate to substantial physical effort is required to perform duties under typical work conditions.
- The employee is frequently required to stand, walk, sit, speak, hear, and use hands to operate office equipment, and reach with hands and arms.
- Vision requirements include the ability to read routine and complex documents and use a computer.
- The employee is sometimes required to lift and/or move up to 25 pounds, climb, stoop, kneel, crouch, or crawl.

HOURS AND BENEFITS:

- Must be adaptable to changing work hours and have flexible availability to fill in where needed.
- Nights and weekends are required.
- Paid time off (PTO) allowance based on longevity of employment plus 12 paid holidays per year.

PLEASE NOTE: This job description is not designed to contain all of the activities, duties or responsibilities that are required of the employee. Other duties may be assigned to meet library needs.

Swarthmore Public Library is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit, and business need.

My signature below indicates that I have received a copy of my job description and that I understand the requirements, essential functions and duties of the position.

Employee's Signature: _____ Date: _____

Director's Signature: _____ Date: _____