



**Swarthmore Public Library  
LIBRARY ASSOCIATE**

**Job title:** **Library Associate**

**Reports to:** **Library Director**

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

### **POSITION SUMMARY**

Under the general direction of the Library Director, and with guidance from the Assistant Director, this position performs a wide variety of public, clerical, and technical services to support the operations of the public library, ensuring a positive experience for our community by engaging with patrons, connecting users with resources, and promoting library services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Act as the first point of contact for patrons.
- Provide a full range of library services, including circulation and basic reference.
- Assists patrons with use of library facilities including computers, printer, and copier.
- Provide daily maintenance of the library as needed, including shelving, shelf reading, and collection maintenance.
- Helps to create a welcoming, vibrant, and dynamic space for all patrons.
- Supports library programming.
- Perform other duties as assigned.

### **EDUCATION AND EXPERIENCE:**

- High school diploma or its equivalent required. Bachelor's degree from an accredited college preferred.
- 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.



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- 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 two Saturdays a month 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: \_\_\_\_\_