

## **ADULT SERVICES ASSOCIATE**

**GENERAL STATEMENT OF DUTIES:** The Adult Services Associate will perform duties and routines of the Adult Services department and provide information and assistance to library users. They will perform specialized duties requiring minimum direct supervision.

**SUPERVISION RECEIVED:** Work is performed under the supervision of the Adult Services Coordinator.

**SUPERVISION EXERCISED:** Under the supervision of the Adult Services Coordinator, will supervise and direct volunteers in assigned tasks as needed. For example, communicating with and scheduling homebound volunteers and documenting their time worked.

### **EXAMPLES OF DUTIES:**

1. Provides reference assistance
2. Maintains reference and program statistics
3. Maintains public information bulletin boards and brochures (both approving new content and weeding out old or incorrect information)
4. Assists with maintaining book rivers on the library website (Staff Picks, New York Times Best Sellers, etc.)
5. Performs clerical duties as assigned
6. Processes incoming and outgoing ILL requests
7. Supplies materials for Homebound Service recipients, maintains records for each and works with delivery volunteers
8. Suggests titles for materials selection (including DVDs & CDs)
9. Performs basic cataloging requirements (processing new books, record editing, deletions, etc.)
10. Monitors the Internet for information related to reference services and trains and assists library users on Internet use, e-readers and downloadable titles.
11. Participates in outreach activities
12. Acts as a Passport Agent
13. Performs duties necessary in the interest of public safety and the achievement of efficient library operations.

(This list is not absolute, nor restrictive, but indicates approximate duties which may be redefined pursuant to operational needs.)

**EDUCATION AND EXPERIENCE:** Bachelor's degree is required or the equivalent combination of education and library related experience. Some library experience is preferable.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to type and file with accuracy
2. Aptitude for detail work
3. Excellent oral and written communication skills
4. Positive public service attitude

5. Ability to exercise judgment, initiative, and leadership.
6. Ability to follow instructions, rules, procedures, and policies.
7. Ability to locate materials in the collection
8. Ability to establish and maintain effective, positive working relationships with other employees and library users.
9. Willingness to learn and work with computers and computer applications.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:** Analytical skills, computer and Internet knowledge, familiarity with Dewey Decimal classification system, familiarity with library online catalogs and databases.

**DESIRABLE PERSONALITY TRAITS:** Acceptance of all personality types, patient, friendly, efficient, dependable, calm, curious, ability to learn new technologies, observant, empathetic, and a sense of humor.

**WORKING CONDITIONS:** Job requires 40 hours/week. Hours will require some evenings and weekends. Position requires the ability to lift a minimum of 20 pounds, standing for long periods of time, ability to bend and stoop frequently to reach low shelves, reach high shelves, and push full book carts.

**BENEFITS:** Full time positions come with paid holidays, sick and vacation leave, and optional retirement plan, as well as employer paid health and dental insurance. Employee can sign up for spouse and dependent coverage at own cost.

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