**Position Title: Adult Services Library Associate**

**Position Status: Part-time. Hourly. Non-exempt.**

**Wage and Benefits: $16.65 - $17.15. Pro-rated benefits. 30 hours a week.**

**Hours: Mon – Fri 6 hours a day. One evening a week. Rotating weekends (typically one weekend a month, with Fri off). Some flexibility.**

**Appointing Authority: Library Director**

**Supervisor: Library Director**

**Probation Period: 60 days**

**GENERAL PURPOSE**

Assist the Library Director and Adult Services Department in the provision of library services to the Cedarburg community, and all library patrons, and uphold the Cedarburg Public Library mission as set by the Library Board of Trustees. Focus is on providing service and programming to adults. Secondary focus is assistance in creating marketing materials in support of the library’s marketing plan, and administrative support to the Library Director and Assistant Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. **Patron Service (45%)**
2. Contribute to a positive, helpful, friendly, inviting environment for library users and maintain a level of excellent patron service. Act as a team player and maintain positive interpersonal relationships with co-workers.
3. Staff the Adult Information desk and provide reference service that includes: reader’s advisory help for finding books, recommending books and other library material; instructing library users on how to use the library’s electronic resources, use interlibrary loan to locate materials to fulfill patron requests. Interact with patrons in person and over the phone using positive customer service skills. Use reference interview techniques to locate, evaluate, and select appropriate information resources in various formats.
4. Instruct and assist patrons on MonarchCat and interpret the Monarch Library System shared network to them. Instruct patrons on library e-resources such as OverDrive and similar online database resources.
5. Monitor the public computer area and assist patrons with basic computer questions along with help in more complicated troubleshooting of various types including patron devices (tablets and smartphones).
6. Follow library and department policies and procedures and interpret to patrons as needed.
7. Assist with programming, displays, and the creation of library brochures. Take part in the Maker Lab programs along with an interest in helping develop the Library of Things.
8. Maintain confidentiality of library patron information.
9. **Marketing Support (30%)**
10. Contribute to the production of marketing materials as part of the library’s Marketing Plan.
    1. Create submissions to the local newspaper and local publications.
    2. Submit library information to the school district for disbursement.
    3. Work with the Cedarburg Friends of the Library to market their organization.
    4. Assist with content for the library’s social media presence.
11. **Administrative Support (25%)**
12. Assist Library Director and Assistant Director with administrative tasks:
    1. Gifts and donation acknowledgements
    2. Monthly account billing
    3. Ordering of supplies
    4. Create Adult Services desk schedule
    5. Community Room reservations schedule
13. **Professional Activity**
14. Has a commitment to continuous learning to improve skills and maintain professional knowledge through reading professional literature and attending local training sessions and other opportunities as they arise. Stays current with trends in information technology and its application to library service.
15. Maintain a professional demeanor along with excellent communication skills and contribute to the overall well-being of the workplace.
16. Upholds the American Library Association Bill of Rights that libraries are forums for information and ideas from all points of view.

**PERIPHERAL DUTIES**

1. May assist with opening/closing procedures.
2. May be assigned projects to be done during desk hours in the areas of reader’s advisory, collection development, processing, or database maintenance.
3. Attend and participate in staff meetings when required.
4. Perform other duties as assigned.

## TOOLS AND EQUIPMENT USED

Automated shared resource system (MonarchCat), networked personal computer and peripherals, MS Office and other job related software, printers, copy machine, fax machine, scanner, telephone, calculator, paper cutter, laminator, elevator and carts.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position requires the employee to frequently walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel and/or operate objects, tools or controls. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds and push/pull carts on wheels. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work is performed primarily in a library environment. The noise level in the work environment is usually quiet to moderately noisy.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Hours may be adjusted to meet the needs of the organization.

**The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

# Employee: Date:

# Library Director: Date: