



Job Description for Library Associate

Lamar County Library System
PO Box 289 ❖ 144 Shelby Speights Drive
Purvis, MS 39475
Phone 601.794.3221 ❖ Fax 601.794.3569
www.lclsms.org

Job Title: Library Associate

Supervisors: Library Branch Manager, Director

Direct Reports: None

Job Summary

This full or part-time employee serves as support staff in the library environment assisting patrons and fellow staff; performs circulation of library materials using the library's computerized system including check-in/check-out; maintains borrower records; reserves items; assists with fines and fees; organizes and maintains the library collection; assists Library Manager in maintaining a welcoming atmosphere and organized facility; performs all other duties assigned by Library Manager and/or Director.

Key Responsibilities

- Greet the public
- Assists patrons in using the library's electronic and print resources
- Create and manage patron accounts
- Check materials in and out using the library's computerized system
- Receives and shelves in-coming materials and preparing outgoing materials
- Collect and record fines and fees for services
- Ensure adequate supplies of office materials are available
- Collect statistical data
- Ensure a welcoming physical atmosphere while being considerate of patron and staff safety
- Perform maintenance or housekeeping as necessary
- Demonstrate a clear understanding of library policies
- Ability to exercise judgment in non-routine situations
- May serve as person in charge in Library Manager's absence
- Assists with or performs library programs when assigned

Core Competencies

Work Ethic: Is productive, diligent, conscientious, punctual, and efficient; abides by policies and procedures; participates in professional development activities.

Service Orientation: Seeks to understand the needs and expectations of patrons and strives to meet or exceed the needs; treats customers with respect, responding to requests in a professional manner.

Communication: Concisely and accurately answers questions; explains or conveys information to the public and coworkers; demonstrates effective oral and written communication skills.

Self-Management Skills: Effectively manages emotions and maintains a positive attitude; works effectively and cooperatively with others; manages time wisely; prioritizes tasks appropriately and effectively multitasks.

Customer Relations: Understands the mission of the library and applies this while dealing with patrons; communicates the importance of library services to the public; treats all patrons and co-workers with courtesy and respect; projects positive image of the library.

Library Technology: Proficient in operating computer equipment and utilizing various software programs; proficient in electronic search techniques in the library catalog, online databases, and the Internet; proficient in operating other office technology including FAX, copier, printer, etc.

Professional Maturity: Manages conflict and diffuses situations; knows when to refer an issue to the appropriate management level or when to notify policy or emergency services; maintains confidentiality.

Working Conditions

Evenings and occasional Saturday work required; may work all day, for consecutive days, alone in the branch; continual and demanding contact with the public. Tasks may be repetitive and may require sitting or standing for long periods; ability to work both independently and as part of a team; must deal with mathematical computations and money; tasks may require attention to detail; must work with all age groups from toddlers to senior citizens; will have to use step stools, book trucks, vacuums, and dollies; will have to lift upwards of 50 pounds; may encounter dusty situations or situations where climate control is not available.

Physical Demands

Locate and obtain books and materials throughout the library of a wide variety of shapes and sizes; stand or sit at a computer workstation for extended periods of time (high manual dexterity, limited movement or change of position); reach library materials at high and low levels (bending, stooping, squatting, twisting, turning, and reaching above head using a stool required); use of repetitive motion of hands and arms; push fully loaded book carts across the library room, lift and carry materials which may weigh up to 45 lbs. (boxes of books, equipment, furniture), push/pull up to 100 pounds (on dollies or wheeled book carts) and do speed work with hands and forearm rotation; visual acuity needed to read computer screens, library material spine labels, etc.; may be exposed to dust and changes in temperature.

Disclaimer

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities to do the job. Rather they are intended only to describe the general nature of the job.

Lumberton Public Library
106 West Main Street
Lumberton, MS 39455
601.796.2505

Oak Grove Public Library
4958 Old Highway 11
Hattiesburg, MS 39402
601.296.1620

Purvis Public Library
122 Shelby Speights Drive
Purvis, MS 29475
601.794.6291

Sumrall Public Library
L.R. Boyer Memorial Library
103 Poplar
Sumrall, MS 39482
601.758.4711