



POSITION DESCRIPTION

Position Title: Library Associate
Level / Grade: T3 / 4
FLSA Status: Non-Exempt

GENERAL DESCRIPTION OF DUTIES

Under direct supervision, the purpose of the position is to assist patrons in obtaining materials and resources from or for the Library. Employees in this job classification are responsible for performing routine and specialized library activities, including reference and readers' advisory services, bibliographic verification, database searching and retrieval, and acquisition of library materials and equipment. May compile reports and assists in the maintenance of collections, files, and records. The position may assign work to Library Assistants and/or volunteers. Performs related work as directed.

ESSENTIAL JOB FUNCTIONS

Because it is difficult if not impossible to present a finite list of every possible function to be performed by employee, the City of Wilton Manors reserves the right in its sole and absolute discretion to modify and update this job description and to ask employee to perform tasks beyond the duties presented herein. In the event a change is necessary to update the essential functions of the job, the City will provide as much notice as practicable to the employee.

- Provides patrons with detailed information regarding services, policies and procedures, and related Library functions.
- Responds to a variety of requests for Library and learning resource materials; e.g., books, periodicals, tapes, audio/visual equipment, and reference materials.
- Locates and checks out requested materials according to established Library policies and procedures.
- Conducts searches for non-available materials and provides advisement regarding acquisition of said items.
- Processes new items and materials into the Library information system; performs mending and restoration tasks for worn/weathered items.
- Assists patrons in using the Library's electronic materials and resources.
- Provides information and assistance in person and by telephone; provides general assistance and information to the public.

LIBRARY ASSOCIATE

- Compiles various records, logs, data, reference information, and associated documentation as needed and/or directed.
- Performs related duties as assigned.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Any combination of training and experience which would provide required knowledge, skills, and abilities are qualifying. A typical way to obtain the required qualifications would be:

Bachelor's degree supplemented by one (1) year experience working in a Library setting that provides working knowledge of online computerized library systems; or an equivalent combination of education, training, and experience.

Preferred Qualifications

Two years year experience working in a Library setting that provides working knowledge of online computerized library systems.

Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.