

## **BRANDON TOWNSHIP PUBLIC LIBRARY**

### **Job Description/Position Standards with Qualifications and Requirements**

**Position: Library Associate**

**Part-time up to 25 hours per week**

**Salary: \$16.00**

**Deadline for Application: September 11, 2015 at 5:00 pm**

### **Job Summary**

Under the direction of the Adult Services Manager, the Library Associate gives direct support to librarian staff by providing services to the public at the Adult Reference Desk. This position contributes to collection development and management, and provides specific programs for the department with an emphasis on teens.

### **Responsibilities**

- Assists at the reference desk in providing reference and reader's advisory services.
- Conducts one-on-one and some group training sessions for library patrons and staff in the use of library resources and programs.
- Assists in developing and providing specific library programs for teens.
- Assists in developing and managing the library collection.
- Develops subject or reader's advisory bibliographies for Adult Services collection areas.
- Contributes to the development and content of the library's website.
- Develops library newsletter for publication.

### **Qualifications**

Bachelor's degree from a four-year college or university

Library experience preferred

### **Requirements**

- Successful experience providing direct customer service in a library or other public institution.
- Strong public service commitment and positive attitude.
- Strong time management skills.
- Excellent communication skills.
- Ability to utilize software applications for creating files and databases as well as word processing.
- Awareness of the unique role of the public library in the community.
- Ability to work effectively in a continually changing environment.
- Ability to work cooperatively as a team member within the department and with other departments within the Library organization.

### **Department Affiliation/Supervisor**

This position reports to the Adult Services Manager.

**Deadline for applications is September 11, 2015 at 5:00 pm. Please attach your cover letter, resume and three references to Harmony Crocker, Adult Services Manager at [hcrocker@brandonlibrary.org](mailto:hcrocker@brandonlibrary.org).**