

## **Children's Room LIBRARY ASSOCIATE**

### **NATURE OF WORK**

Under supervision, performs routine library circulation services according to well established procedures which can be readily learned in the job and are repetitive in nature. Work is generally in areas of the Children's Room and at the circulation desk; shelving books; and working with/assisting patrons.

### **EXAMPLE OF WORK PERFORMED**

Serves in the Children's Room; sorts, shelves and straightens books; checks books in and out.

Assists patrons in locating materials; uses telephone to answer inquiries and to notify of available books; searches on-line catalog using basic search strategies; places holds for customers; searches for materials in demand; registers borrowers for library cards in accordance with library policies; answers routine directional questions; and collects book fines.

Assists with the weekly Children's programming Summer Reading Program and programming outreach as necessary.

Utilizes the Library's online meeting room calendar.

Participates in training and implementation of library policies and procedures.

May open and close library; work weekends; perform other duties as assigned.

Performs other work which is consistent with the essential elements of the job.

### **DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of, and interest in, books, authors, literacy, and literature, including children's literature.

Some knowledge of library services to help customers use and understand library resources.

Some knowledge of the Dewey classification schedule and other classification systems.

Ability to resolve routine circulation problems.

Ability to operate a variety of library/office equipment including email, web browser, printers, copiers, multi-line telephone system, personal computer, etc.

Ability to accurately handle monetary transactions.

Ability to follow oral and written instructions.

Ability to deal with the general public in a tactful and courteous manner.

Ability to establish and maintain effective working relationships with employees and library patrons.

### **EXPERIENCE AND TRAINING**

Any combination of experience and training equivalent to graduation from high school with good reading, writing and spelling ability. Computer experience required.

### **WORK SCHEDULE**

This position is a 20-25 hour a week job August – May. June – July this position will work 35 hours per week to accommodate the Summer Reading Program.

**August – May** Monday – Friday 1:00PM – 6:00PM (44 weeks at 25 hours per week)  
Two Saturdays per month (5 hours each Sat.)

**June – July** Monday – Friday 10:00am – 6:00pm (8 weeks, 35 hours a week)  
Two Saturdays per month (5 hours each Sat.)

At this point in time, the City of North Platte does not provide any benefits (sick leave, vacation leave, 401, pension, etc.) for this position.

<b>GRADE</b>	LIBRARY ASSOCIATE
<b>PAY</b>	\$13.38 per hour
<b>UNION</b>	No
<b>FLSA</b>	Non-exempt

Interested parties should fill out a [city application](#), email a cover letter and resume to [library@ci.north-platte.ne.us](mailto:library@ci.north-platte.ne.us). Applications will be accepted until August 26, 2022 at 5:00pm.

Revised 2022