

City of South Sioux City

P/T Library Associate - Reference

Job Title: P/T Library Associate: Reference

Department: Library

Reports To: Reference Supervisor

FLSA Status: Non-Exempt

Approved By: Cicely Douglas

Date: 3/19/21

SUMMARY

Circulates materials and performs other transactions on automated system, assists with all day to day library activities, shelves materials and regularly shelf reads assigned areas, keeps library in orderly manner, assists with interlibrary loan as requested by Technical Services staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Answers reference questions and assists patrons in finding reference materials. Assists in maintaining a ready reference section. Assists the reference supervisor and services the reference desk when the reference supervisor is absent. Assists with historical records and maintaining the collection of Nebraska history and genealogy resources. Maintains the list of microfilm available at the library. Assists in use of microfilm reader. Orders tax products. Updates the library's website when necessary. Maintains a current supply of free government publications for patron use. Identifies the needs of the distinct populations in our service area. Schedules and promotes 2 humanities programs per year.

Assists patrons with locating and using all library materials and information including, but not limited to, print and online resources, patron use of library specific software applications, MS Office applications, reference tools, internet use, emailing and database searching. Answers the telephone and provides assistance or directs call to appropriate personnel for assistance. Regularly assists in maintaining day to day library services, including circulation of all library materials, shelving and shelf-reading assigned areas. Assists with planning special projects, programs and promotions. Assists patrons in using computers, printers, fax machine, copier, calculator, TV, VCR, DVD player, CD player, overhead projectors and small sound system. Other duties as assigned.

EDUCATION AND/OR EXPERIENCE

High school graduate or equivalent. Must have experience using computers, MS Office applications and a willingness to continue learning new electronic software/programs. Need to have good people and communication skills, a broad based knowledge background and problem solving skills in order to answer reference questions. Should be familiar with libraries.

Must be responsible, dependable, accurate, organized, neat, flexible, have initiative and work well with others.

Must have a driver's license.

KNOWLEDGE OF

The application of information, communication, assistive, and related technology and tools consistent with professional ethics and prevailing service norms and applications.

Identifying and analyzing emerging technologies and innovations in order to recognize and implement relevant technological improvements.

Must be able to pass the Library Technology Test within the first 6 months of employment.

REFERENCE AND USER SERVICES

The concepts, principles, and techniques of reference and user services that provide access to relevant and accurate recorded knowledge and information to individuals of all ages and groups.

Retrieve, evaluate and synthesize information from diverse sources for use by individuals of all ages and groups.

Interact successfully with individuals of all ages and groups to provide consultation, mediation and guidance in their use of recorded knowledge and information.

Information literacy/information competence techniques and methods, numerical literacy and statistical literacy.

Reach specific audiences to promote and explain concepts and services.

The principles of assessment and response to diversity in user needs, user communities and user preferences.

RESEARCH

The central research findings and research literature of the field.

Continuing Education and Lifelong Learning

Continuing professional development of practitioners in libraries and other information agencies.

The role of the library in the lifelong learning of patrons, including an understanding of lifelong learning in the provision of quality service and the use of lifelong learning in the promotion of library services.

PHYSICAL REQUIREMENTS

Must be able to lift and carry boxes of books, climb, bend and reach. Must be able to drive.