



IBERVILLE PARISH LIBRARY

LIBRARY ASSOCIATE I

(Floater)
Job Description

This position as a **Library Associate I**, on the Library's Pay Scale and under the immediate supervision of the Office Manager. This position acts as a substitute for all branches when needed. This is a regular, part-time, 21 hours per week, non-exempt position with the possibility of evening and weekend hours. Due to the unique nature of this position, applicant must be prepared to supply their own transportation to and from branches.

Essential Functions

- Friendly and efficient customer service.
- Circulation duties.
- Information services, readers' advisory and research assistance.
- Technology/computer assistance.
- Programming assistance and library tours.
- Community outreach.
- Improving job skills through training opportunities
- Staying informed about library services and activities.
- Responsible to perform other duties as required.

Required Qualifications, Training and Education

- Must have high school diploma or equivalent.
- Proficiency in Microsoft Word and general knowledge of Microsoft Office applications.
- Research skills and ability to use digital and print resources.
- Effective communications skills.
- Must possess the ability to learn and utilize a variety of library technologies.
- General knowledge of technology trends including mobile devices and social media.

Physical & Additional Requirements

- Must be able to lift up to 25 pounds occasionally.
- Walking, standing, sitting, bending, stretching, reaching, climbing, stooping, twisting, and kneeling.
- **MUST possess working transportation** to all areas of the parish, as position will specifically require subbing at any branch with potentially little notice.
- Must pass background check and drug screening prior to employment.
- Must take and pass a back x-ray prior to employment.

Salary

- \$ 16.48/hour.
- Iberville Parish Library employees are paid via mandatory direct deposit.

Name _____

Date _____