

# **IBERVILLE PARISH LIBRARY**

## *Job Description*

### **LIBRARY ASSOCIATE I (HQ Info Serv)**

The position as a **Library Associate I**, under the immediate supervision of the Head of Information Services. This position is assigned to the HQ location as a home branch. This is a regular, part-time, 20 hours per week, non-exempt position with evening and weekend hours.

#### **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**

- Bachelor's degree from an accredited college or university.
- 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.

#### **Salary**

- \$17.50/hour.
- Mandatory direct deposit.