

# IBERVILLE PARISH LIBRARY

## *Job Description*

### LIBRARY ASSOCIATE I (EI)

This position is a **Library Associate I**, under the immediate supervision of the East Iberville Branch Manager. This position is assigned to the East Iberville location as a home branch. This is a regular, part-time, 34 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.
- Must pass background check, drug screen & back x-ray.

#### Salary

- \$20.12/hour.
- Mandatory direct deposit.

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