



IBERVILLE PARISH LIBRARY
Job Description
LIBRARY ASSOCIATE I-CH (PLA)

This position is a **Library Associate I**, under the immediate supervision of the Children's Programming Department Head. This position is assigned to the Plaquemine location as a home branch. This is a regular, Full-time, 37.5 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 screening and back x-ray.

Salary

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