



Job Description: Adult Services Associate

JOB TITLE: Adult Services Associate
DEPARTMENT: Public Services
REPORTS TO: Public Services Manager
SUPERVISES: None
FLSA STATUS: Non-exempt
PAY GRADE: 7

JOB SUMMARY

The Adult Services Associate is responsible for providing reference, readers advisory and technology instruction. Participates in promoting the collection and filling item requests.

ESSENTIAL FUNCTIONS OF THE JOB

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. The employee is expected to possess the knowledge, skills and abilities needed to carry out these essential functions. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

1. Provide reference and readers' advisory services for adults. Maintain familiarity with literature genres and readers' advisory tools.
2. Provide assistance and instruction for technology, especially technology provided by the library including software available on library computers, mobile devices, makerspace equipment, online databases and digital collections.
3. Perform other public on-desk duties, including program registration, managing study room reservations, monitoring and answering phone calls and department email, etc.
4. Prepare and maintain book displays, book lists and other patron aids which promote the collection.
5. Process requests for materials and participate in fulfilling interlibrary loan requests.
6. Support programming and current events that engage the community.
7. Stay informed of new library trends, technologies and community needs.
8. Use technology and equipment (software applications, computers, internet, email, etc.) to effectively and efficiently perform essential job functions.

OTHER RESPONSIBILITIES

1. Provide purchase suggestions to librarians. May be assigned selection responsibilities within an allocated annual budget.
2. Participate in collection maintenance, including running reports and de-selecting items in assigned collections.
3. Support community outreach and engagement.
4. Provide assistance at the Youth Services Desk as needed.
5. Recommend and help develop procedures for new (or improved) library services.
6. Understands and enforces the library's policies and procedures, while safeguarding confidential and restricted information.
7. Straighten and clean public service area as needed.
8. Troubleshoot minor technology and equipment problems.
9. Assume the role and duties of person in charge as needed
10. Other duties as assigned.

EDUCATION AND EXPERIENCE REQUIRED

1. High School Diploma or equivalent.
2. Library and Information Technology Associate's Degree or Certificate (LTA) preferred.
3. Experience in adult services department of a public library.
4. Fluency in spoken and written Spanish preferred.

PHYSICAL DEMANDS / WORK ENVIRONMENT

These physical demands are needed to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

At least 75% of the employee's regular duties involve the use of a computer (keyboard, mouse). Specific vision abilities required by the job include close vision and the ability to adjust focus. The employee works in an active environment and must be able to move throughout the Library. While performing the duties of this job, the employee will sit, stand, walk, push, move, bend, squat, reach and stretch. The employee must be able to lift 25 pounds and transport or move up to 100 pounds of materials from one location to another using a wheeled cart.

The employee must maintain effective auditory and visual discrimination and perceptions needed for making observations, communicating with others, reading, writing and operating assigned equipment. This position requires an extensive amount of verbal communication. Speech and hearing abilities are essential.

Work is performed in a normal office environment where there is little or no physical discomfort associated with changes in the weather or discomfort associated with noise. Occasionally, the employee may be required to work at a location other than the Library, including outdoors.