



POSITION TITLE	<b>LIBRARY ASSOCIATE</b>
REPORTS TO	Departmental Supervisor
HOURS OF WORK	Staff are required to work evening and weekend shifts, as assigned. Hourly; nonexempt from the overtime provisions of the FLSA
PAY	Range 5, \$12.32 - \$17.86

**MINIMUM QUALIFICATIONS:**

1. High school diploma or equivalent.

**KNOWLEDGE AND ABILITIES:**

1. Demonstrated ability as a communicator (written, spoken, and listening) and positive interpersonal skills (friendly, courteous, and flexible disposition).
2. Dependable work habits (attitude, attendance, and initiative).
3. Computer skills.

**MAIN FUNCTION:**

1. Work at one of the Public Services Desks and perform all related clerical duties to serve the public.
2. Create a welcoming environment for library visitors of all ages, especially people who are visiting for the first time.
3. Support the library's strategic plan by embracing its mission, vision and organizational priorities.

**RESPONSIBILITIES:**

1. Public Services desks and drive-up window procedures, including but not limited to check out and check in of materials, collect fines and fees and write receipts as needed, register patrons including temporary input for check out purposes, replace lost patron cards, answer the phone and route calls to the correct destination, handle materials for the delivery system, empty the book drop as needed, and arrange materials on the carts in preparation for shelving by the shelvers.
2. Assist patrons with the self-checkout stations.
3. Process requests for SearchOhio and OhioLINK.
4. Receive and count money for Public Services cash drawer each morning. Return and secure money to appropriate place each night.
5. Check and handle voice mail coming into Public Services. Transfer to the appropriate department or person if the situation requires.
6. Assist in the reservation of meeting rooms.
7. Do basic servicing on the copier including adding paper and toner, and clearing paper jams. Help the general public with the copier.
8. Answer directional questions.
9. Supervise patrons using the library, including the outside areas of the library.
10. Provide blank voter registration forms, accept completed forms and transmit completed forms from all Portage County libraries to the Board of Elections as per contract.
11. Process Golden Buckeye Cards and other public convenience, government authorized cards.
12. Fully input new patron registrations using system-wide guidelines.
13. Check registration input for accuracy and file new registrations.
14. As time permits, process public relations materials for public use and any other projects that can be done at the Public Services desk.
15. Notify patrons to pick up their reserved materials as needed.
16. If time permits, assist with shelving, shelf-reading or other similar tasks.
17. Other related duties as assigned by the Director or immediate supervisor.

**EQUIPMENT AND EFFORT REQUIRED:**

Ability and manual dexterity to operate personal computer and keyboard, printers, telephone, and other office equipment. Ability to move items and materials weighing up to 40 pounds.

**EVALUATIONS:**

Evaluations will be conducted as per established board policy.

EMPLOYEE ACKNOWLEDGEMENT

I have read this job description and discussed it with my manager/supervisor.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

Revised 10/26/17, 4/24/19  
5/15/19, 2/19/2020;  
2/15/2022