



Starkville-Oktibbeha County Public Library System Job Description – Branch Library Staff

Job Title: Branch Library Associate

Supervisor: Director

Direct Reports: Interns and volunteers in the branch library

Job Summary

This employee, under the general supervision of the Director, performs patron service, research, planning, and coordination work for the Starkville-Oktibbeha County Public Library at an assigned branch; provides overall supervision and direction of the assigned library, including supervision of day-to-day operations, management of the facility, collection development and maintenance, and the planning and execution of library programming; performs all other duties assigned by Assistant Director and/or Director.

Key Responsibilities

- Plans, organizes, administers and coordinates library services in a library;
- Performs collection development and maintenance duties including selection, weeding and gift book evaluation;
- Requests facility or equipment maintenance services, providing for the upkeep and maintenance of the branch Library building;
- Ensures a welcoming yet safe environment for both staff and patrons;
- Responds to patron complaints;
- Responds to disturbances or emergencies; and resolving problems and/or contacting emergency response personnel, as appropriate;
- Prepares and submits various reports in a timely fashion including requests for purchasing;
- Represents local library interests to Administration and passes administrative information to staff;
- Develops concepts, practices, and techniques to improve the quality, productivity and variety of library services; attends workshops to acquire new skills and refine/maintain others;
- Plans and executes library programming; oversees and assists library associates with library programming; provides guidance;
- Upholds/enforces Library rules;
- Writes articles for various publications and represents the Library at public meetings or community activities;
- Ability to exercise judgment in non-routine situations;

Core Competencies

Work Ethic: Is productive, diligent, conscientious, punctual and efficient; abides by and enforces policies and procedures; participates in professional development activities.

Service Orientation: Seeks to understand the needs and expectations of patrons; strives to meet or exceed the needs; treats patrons with respect, responding to requests in a professional manner.

Communication: Concisely and accurately answers questions, explains or conveys information to the public and subordinates; demonstrates effective oral and written communication skills.

Self-Management Skills: Effectively manages emotions and maintains a positive attitude; works effectively and cooperatively with others; manages time wisely; prioritizes tasks appropriately and effectively multitasks.

Customer Relations: Understands the mission of the library and applies this while dealing with patrons; communicates the importance of library services to the public; treats all patrons with courtesy and respect; projects positive image of the library.

Library Technology: Proficient in operating computer equipment and utilizing various software programs; proficient in electronic search techniques in the library catalog, online databases and the Internet; proficient in operating other office technology including FAX, copier, printer, etc.

Professional Maturity: Manages conflict and diffuses situations; knows when to refer an issue to the appropriate management level or when to notify policy or emergency services; maintains confidentiality.

Working Conditions

Occasional evenings and Saturday work required; continual and demanding contact with the public; may work alone, all day, for consecutive days in a branch. Tasks may be repetitive and may require sitting or standing for long periods; ability to work both independently and as part of a team; must deal with mathematical computations and money. Tasks may require attention to detail; must work with all age groups from toddlers to senior citizens; will have to use step stools, book trucks, vacuums, and dollies; will have to lift upwards of 50 pounds; may encounter dusty situations and climate control may not always be available.

Physical Demands

Locate and obtain books and materials throughout the library of a wide variety of shapes and sizes; stand or sit at a computer workstation for extended periods of time (high manual dexterity, limited movement or change of position); reach library materials at high and low levels (bending, stooping, squatting, twisting, turning, and reaching above head using a stool required); use of repetitive motion of hands and arms; push fully loaded book carts across the library room, lift and carry materials which may weigh up to 45 lbs. (boxes of books, equipment, furniture), push/pull up to 100 pounds (on dollies or wheeled book carts) and do speed work with hands and forearm rotation; visual acuity needed to read computer screens, library material spine labels, etc.; may be exposed to dust and changes in temperature.

Disclaimer

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities to do the job. Rather they are intended only to describe the general nature of the job.