

POSITION: Adult Services Associate

LOCATION: Mishawaka Library (and other locations, as needed)

CLASSIFICATION: 2-Library Associate

HOURS OF WORK: 31-32 hours per week

Part-time/31-32 hours per week (including some evenings and Saturday rotations). Should the library be open on Sundays, some Sunday work will be required (hours subject to change).

WAGE: \$16.00

FLSA STATUS: Non-exempt

BENEFITS: As specified in the latest edition of the staff handbook or as amended by the Board of Trustees.

DIRECT SUPERVISOR: Adult Services Team Leader

**QUALIFICATIONS AND WORK SKILLS:**

1. High School graduate or equivalent.
2. Basic math and reading skills.
3. Basic computer skills.
4. Ability to learn the library's automated circulation system.
5. Ability to communicate and work harmoniously with other employees and patrons.
6. Ability to work independently and accurately.
7. Ability to learn new skills and follow directions.

**RESPONSIBILITIES AND DUTIES:**

The purpose of this position is to assist with staffing the Circulation desk and maintaining efficient public service.

**ESSENTIAL JOB DUTIES:**

1. Become familiar with general library operating policies.
2. Prepare the circulation desk for daily operation.
3. Check out and check in all types of library materials, as well as assisting patrons with the self-check system.
4. Shelve all types of library materials, as needed.
5. Figure fines and collect monies.
6. Patron registration procedures.
7. Process reserves, holds, interlibrary loans and damaged materials.
8. Process mail daily according to identified procedures.

9. Answer the telephone and direct calls to appropriate people.
10. Responsible for assigned shelf reading and maintaining department organization.
11. Ability to work independently using good organizational skills.
12. To perform other duties as assigned to ensure the smooth and efficient operation of the library.

#### PHYSICAL REQUIREMENTS:

1. Ability to frequently pull a loaded book cart out of the dumbwaiter, elevator, or across the rooms to shelving areas.
2. Ability to frequently lift and carry 20-30 pounds of books to shelving or work areas.
3. Ability to constantly stand, bend or stoop for extended periods of time.
4. Ability, stamina, and balance to perform basic movements frequently. These movements could include squatting, bending and stooping, marching, turning in circles, and lifting arms overhead.
5. Ability to occasionally sit for short periods of time while keyboarding or typing.

#### Key:

Constant Physical Requirement: 67% or more of the day

Frequent Physical Requirement: 33-66% of the day

Occasional Physical Requirement: 0-32% of the day

Revised November 2024