

ORCAS ISLAND LIBRARY DISTRICT POSITION DESCRIPTION

TITLE: LIBRARY ASSOCIATE – PART TIME

This person in this position will work with a knowledgeable and enthusiastic team of employees and volunteers responsible for assisting patrons with their library accounts, processing requests for new library cards, processing materials, answering phones, checking materials in and out, and performing other circulation tasks according to the library needs. This position may include morning, afternoon, evening, and weekend hours including Sundays and may be required to adapt to future schedule and location changes depending on library needs.

Job Duties may involve any or all of the following activities:

- Provide assistance at the library circulation desk, answer phones, check library materials in and out, register customers for library cards, and order various library materials.
- Return library materials to proper locations and support circulation duties.
- Oversee patron usage of the library space and engage as needed to reduce disruption, per the library's conduct policies.
- Provide assistance to library patrons with basic reference questions.
- Submit and monitor technical reports for library technology service issues.
- Participate in Library meetings, conferences, workshops, staff meetings, and seminars, as authorized.
- Escalate issues appropriately with respect to collection matters, patron behaviors, facilities issues, and patron concerns.
- Perform other public service and general clerical support tasks as assigned.
- This position reports to the director. Although direct supervision is not a normal part of this position's work, staff members may be called on to provide task direction to library volunteers in absence of a supervisor.

Required Qualifications:

- Experience with and knowledge of applicable Library resources and services preferred. Related experience or training will be considered.
- Able to work weekends. Flexibility in scheduling additional shifts as needed.
- Customer service experience and interest.
- Able to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
- Able to communicate effectively with diverse audiences.
- Able to work independently and to set priorities.
- Authorization to legally work in the United States at the time of employment.
- Able to develop and maintain effective working relationships with other staff and volunteer staff members, patrons, Library Board, Friends of the Library, special interest groups and the community

- Able to understand and follow instructions, both oral and written, and understand and comply with the employee handbook.
- Able to operate relevant computer systems including hardware and software, such as Microsoft Word and Excel, electronic databases, email, and internet navigation in addition to other office equipment and security systems.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the staff member must identify and organize library materials such as books, audiobooks, and DVDs based on small-print numbers and alphabetical characters; scan and inspect library materials including opening media cases; and operate computers for extended periods of time.

A staff member must occasionally move objects or materials weighing up to 35 pounds, including transfer of books and other materials to carts or shelves of varying heights. Staff members may be required to move carts of books and other materials about the building for extended periods of time, and remain stationary at one workstation for extended periods of time.

THIS IS AN AT-WILL POSITION. THE LIBRARY RESERVES THE RIGHT TO REVISE OR CHANGE THIS JOB DESCRIPTION, EITHER FORMALLY OR INFORMALLY, AND EITHER ORALLY OR IN WRITING, AS NEED ARISES. THE ABOVE JOB DESCRIPTION IS NOT INTENDED AS, NOR SHOULD IT BE CONSTRUED AS, EXHAUSTIVE OF ALL RESPONSIBILITIES, SKILLS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH THIS JOB. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

Please submit a letter of interest, three references, and a résumé to Ingrid Mattson, imattson@orcaslibrary.org, Orcas Island Library, 500 Rose Street, Eastsound, WA 98279.