

Town of Halifax, MA – Job Description

Position Title:	Library Associate (Substitute)	Grade Level:	4
Department:	Holmes Public Library	FLSA Status:	Non-Exempt
Reports to:	Library Director		

Statement of Duties: The Substitute Library Associate is responsible for working on the circulation desk, checking materials in and out, collecting monies for copies and faxes, handling patron requests for Children's, Young Adult and Adult and aids patrons in library use.

Supervision Required: Directly reports to the Library Director. Reports to the Assistant Library Director in the absence of the Director.

Supervisory Responsibility: None.

Work Environment: Primarily office (indoor) environment; light lifting, ability to bend, twist, reach, stretch, operate a telephone and computer.

Please note:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides information services to library patrons of all ages, assists patrons in locating materials, researching topics and in the use of library resources as needed.
- Assists at the Circulation Desk.
- Performs special projects as requested by the Library Director.
- Perform complex circulation, processing, or public service duties (not clerical work) under supervision.

Education and Experience: BA/BS required; prior experience in circulation and in varied library work, particularly in the public service sectors, knowledge of adult and young adult literature, knowledge of automated library systems, experience with the Internet and the ability to work with people, strong public services, and organizational skills.

Special Requirements: As a condition of employment, the employee must pass a CORI check.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.