

## ***St John the Baptist Parish Library***

**Position:** Library Associate I or Library Associate II

**Supervisor:** Branch Supervisor

**Non-Exempt:** Full-time Employee

**Salary:** Starting hourly pay for this position is \$20.31 for the Library Associate I or \$23.33 for the Library Associate II or calculation is based on experience.

Currently 100% employer paid premiums medical, dental and life insurance coverage including dependent(s) coverage. Paid Annual, holidays and medical leave. Supplemental benefits and retirement plan(s) available.

**General Statement:** The person in this position assists the reference librarians and branch staff in the provision of reference services to patrons.

**Goal:** To develop a knowledge of available materials in all formats and the skills to assist the user in accessing the information.

### **Duties:**

1. To assist library users (and branch staff) find the answers to their information needs
2. To assist and instruct users in the use of library materials, resources and catalogs.
3. To assist with programming in promoting reference materials.
4. To assist in the development and maintenance of clipping files, indexes, and ordering requested items via interlibrary loan
5. To participate in material selection and evaluation.
6. To keep current and fluent in library resources
7. To follow policies and procedures in the library policy and operations manuals.
8. To maintain confidentiality of patron requests, circulation and all internal library business
9. To work cooperatively and in professional harmony with staff members, administrators and the community.

### **Minimum Qualifications:**

- Bachelor's Degree
- Must have knowledge of computer technology
- Must be public service oriented with good communication skills

### **Knowledge, Abilities and Skills:**

The reference assistant interprets the collection for the user and assists the user to find the answer to his question and fulfill his/her information needs. The incumbent must possess patience and interpersonal communication skills to achieve this. He/she must have a general knowledge of computers and develop a wide ranging familiarity with the collection. While the incumbent is not required to have library science training, he/she must have the ability to promptly acquire a basic knowledge of the principles and practice of library service, organization and operation.

There is no guarantee that everyone who applies to this posting will be interviewed. The hiring supervisor/manager has 90 days from the closing date of the announcement to make a hiring decision. **Specific information about this job will be provided to you in the interview process, should you be selected.**

Applications are available at any branch of the library and on the library's webpage at <http://stjohn.lib.la.us/>. All applications must be submitted in a sealed envelope and addressed to:

St. John the Baptist Parish Library  
2920 New Highway 51  
La Place, Louisiana 70068  
**Attention: Dana Douglas, Assistant Library Director**

**All applications must be received not later than 5:00 pm on Friday, August 24, 2018.**

