

**FULL-TIME POSITION**

# LIBRARY ASSOCIATE II-PUBLIC SERVICES, DOMONKAS BRANCH

(UI)

**Basic Function:**

Performs paraprofessional and some professional library tasks in a public library system.

**Distinguishing Features of the Class:**

This classification requires the application of principles of library and information science to assignments. The distinguishing feature of this class is that the duties performed involve either: (1) assisting in the management of the operation of main library section or a branch library, or (2) for employees who have completed three quarters of the requirements toward the M.L.S. degree and perform some of the duties of beginning level librarians. Routine library problems are solved independently and Librarian Supervisors or Public Service Coordinators are available for assistance on difficult problems or situations. Functional supervision is exercised over the work of Library Associates, Assistants and Aides.

**Characteristic duties and Responsibilities:**

Assist patrons on the selection, organization and interpretation of library materials.

Answers reference questions in person or by telephone and conducts the needed research involved.

Conducts education and training of patrons and patron groups.

Reads and evaluates reviews and recommends selection of materials; continually reviews the collection for the purpose of removing old or infrequently used materials. Participates in materials selection for one or more subject fields. Monitors and suggests corrections to the online catalog.

Plans and presents programs for children and adults. Gives book talks to library and to civic groups and writes book reviews. Attends professional meetings, pertinent workshops and serves on system-wide and professional committees. Plans and prepares displays, bulletin boards, bibliographies, and webliographies.

Assists in directing and supervisory tasks as delegated by the Librarian Supervisor.

Oversees services in branch or main library section.

Responds to complaints and reports on the resolution or non-resolution of the problem.

**Knowledge, Skills and Abilities:**

Knowledge of library principles, methods, techniques and procedures; knowledge of reader interest levels; tack and courtesy; ability to work in a team environment; sound judgment.

**Education, Training and Experience:**

Requires a bachelor's degree or equivalent and up to two years of related experience or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Supervisor;** Librarian Supervisor, Domonkas Branch

**Other:**

Full-time position, 38 hours per week.  $17.258 per hour a year, excellent benefits.  Schedule will include daytime, evening and weekend hours and may include a six day work week and/or a split shift.  Bachelor's degree required. Experience coordinating programs for all age groups. Minimum of at least two years experience at the level of Library Associate I. In charge of the branch in the absence of the branch librarian supervisor; requires good leadership, decision making and functional supervision skills. Duties include assisting with the preparation of work and desk schedules for the branch; reviewing timesheets in the absence of the branch manager/supervisor for forwarding to the Supervisor of Branches for final signature; facilitating book groups; presenting/preparing programs; bringing in speaker or crafts; teaching on-line skills and use of databases and the ability to trouble-shoot PC equipment. Relevant experience and training that demonstrates creativity and success in working with people in groups. Good knowledge of popular reading interests and materials for adults and children required.  Good computer skills. Excellent and effective communication skills particularly with supervisors/staff. Excellent and effective organizational skills with a keen sense of “deadline awareness.” Excellent customer service skills required and retail public service experience desirable.

**Closing Date for Internal Applications:** 5:00 P.M. Tuesday, May 14, 2013

**Closing Date for External Applications:** 5:00 P.M. Monday, May 20, 2013

**Apply To:** Administrative Office, Lorain Public Library System, 351 Sixth Street, Lorain, Ohio 44052,

\*LPLS EMPLOYEES MAY APPLY IN WRITING TO THE DIRECTOR PER ARTICLE VII OF THE CBA.

### EEO/AA/EQUAL ACCESS AGENCY