



Position Description

Job Title	Library Associate
Department	Library
Employment Status	Part-Time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position provides basic library services including coverage on the public services desk and responding to basic reference and other customer inquiries.

Supervision

Received	Library Director, Assistant Director, and/or Children's Librarian
Exercised	None

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Serves at the circulations desk; register borrowers; charges/discharges print and non-print materials to patrons in accordance with department guidelines.
- Provides assistance to patrons in all areas of the Library.
- Arranges interlibrary loans for patrons and send materials to other libraries; provides shut-in delivery services.
- Operates standard office and Library equipment, such as book covers, barcodes and labeling used to physically process incoming Library material.
- Supervises the maintenance of the library's collection including shelving, weeding and repairing Library materials.
- Provides technical support services to patrons regarding the use of the Library.
- Opens, closes and supervises the Library facility as required, in the absence of any supervisor.
- Participates in the inventory of the Library collection, the identification of vendors and the ordering of supplies.

- May be required to empty the Library's outdoor book drop and shelve materials in the Library's book stack area and in the Children's Room.
- Assists with ongoing updates to library social media platforms for entire Library.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.

Library Associate, Technology

In addition to the above duties, at least one Associate will be assigned to the area of Technology to aid both Library staff and patrons and will have the following additional job functions:

- Maintains Library hardware and software, including desktop PCs for staff and public.
- Maintains Library server, replacing out-of-date equipment, and Windows updates.
- Maintains network security for the entire Library facility.
- Assists the Library Director in long range budget planning for technology.
- Coordinates with the Town's IT Manager on Town-wide strategic tech planning.
- Maintains all Library printers.
- Serves as Liaison with consortium C/W MARS for Evergreen and Envisionware updates.
- Creates and maintains Library network share drives for staff.
- Serves as library database administrator for any/all Library electronic resources.
- Provides annual statistics on computer and wireless usage for annual state reports.
- Covers desk shifts every other week on Saturday.
- Assists staff in covering the desk during the week when needed.
- Keeps up with changing trends in technology.

Library Associate, Children's

In addition to the criteria listed previously, at least one associate will be assigned part-time to the Children's Room to aid the department's ongoing services to the public. May assist in Technology area job functions when applicable. This individual will be responsible for the following specific job functions:

- Reports directly to and receives assignments from the Children's Librarian.
- Assists in the planning and implementation of children's library programming.
- Covers at least one evening shift in the Children's room weekly.
- Directs the Library Pages in the absence of any supervisor.
- Assists Children's Librarian with weekly Toddler Time/Story Time programs.
- Prints and distributes overdue billing notices for all late items participates in Library staff development and Library training opportunities.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from a 2-year college or university with an Associate's Degree (Computer Science, Children's Education, or related field preferred) and at least 3 years of library experience; experience working with the

public preferred; or any equivalent combination of education and experience that provides the following level knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Library hardware and software operations including spreadsheet and word processing applications. • The Library collection. • The use of standard office and Library equipment.
Ability to	<ul style="list-style-type: none"> • Follow oral and written instructions. • Work independently with minimal supervision. • Multi-task and prioritize workload. • Learn new systems and programs relative to library work. • Establish and maintain effective working relationships with supervisors, coworkers and the general public.
Skill in	<ul style="list-style-type: none"> • Attention to detail and accuracy. • Customer service and public relations. • The use of computers and office/Library equipment.

Necessary Special Requirements

None.

Physical Demands

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.

- Work is performed mostly in an office/Library setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to bend, climb, balance, stoop, kneel, crouch, or crawl.
- The employee is occasionally exposed to unpleasant conditions, such as heat, cold and dust. The employee must occasionally lift and/or move up to 50 pounds.

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