

**TOWN OF LEDYARD**  
**LIBRARY ~~ASSISTANT~~ ASSOCIATE**

**GENERAL STATEMENT OF DUTIES:**

*The Library Associate* will provide assistance to the public at the library circulation desk and by telephone.

**SUPERVISION RECEIVED:**

The Library Assistant– *Associate* is supervised by an Assistant Librarian or by a Library Technician I in the Assistant Librarian's absence.

***SUPERVISION EXERCISED:***

*The Library Associate does not have supervising responsibilities unless they are the Sunday Supervisor.*

**ESSENTIAL JOB FUNCTIONS:**

The following are illustrative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

- Greet and serve patrons as they come into the library.
- Understand and use the library's computerized circulation system to check *out items* to patrons; *check in* returned materials; place holds and renew materials as needed; register new patrons; update expired cards and make changes as needed; collect *money*; clear *items* from patron records as necessary; and *prepare* materials *returned* from other libraries *for transit*.
- Answer the telephone and provide routine information or refer and transfer calls.
- Answer directional, policy, and procedural questions.
- Refer reference and informational questions as well as questions about the use of library materials to *Assistant Librarians*.
- Assist patrons in the operation of photocopiers and printers; resupply equipment with paper and toner as needed.
- Notify patrons when a *requested* item has *arrived*.
- Shelf materials when necessary and shelf read assigned collections

**Additional Duties:**

- Assist with library programs *as needed*.
- Provide assistance and instruction in the use of the online catalog.
- Assist with monitoring *patron* behavior and conduct.

- Perform routine catalog maintenance and book processing such as deleting holdings or *preparing materials for circulation*.
- Assist patrons with basic computer questions *when asked*.
- Assist with opening and closing procedures.
- *May be assigned Sunday work responsibilities.*
- Other duties as required

**\*\*\*\*\*The duties listed above are intended only as illustrative 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.\*\*\*\*\***

## **QUALIFICATIONS PROFILE**

### **Knowledge, Skills, and Ability:**

- Knowledge of basic computer functions
- Knowledge of basic library materials
- Ability to deal with the public in a professional and courteous manner
- Ability to understand and follow written and oral instruction
- Ability to pay attention to detail
- Ability to establish and maintain effective working relationships with coworkers

### **Education, Experience, and Training:**

A high school diploma or equivalent is required. Previous work experience indicative of ability to work independently on support staff functions requiring many skills a plus.

### **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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk; sit; bend or *twist*; stoop or crouch; use hands, fingers, wrists, or perform repetitive motions; handle/feel objects or controls; and reach with hands and arms. The employee must occasionally walk, climb stairs to various levels, *and* lift and/or move up to 25 pounds. *The employee* must maintain continuous visual acuity including close vision, *the* ability to focus, and hand-eye coordination. Employee must maintain normal auditory ability and the ability to communicate conversationally and by phone.

~~Employee must be free from mental and physical disorders which would interfere with performance of duties as described, and have the ability to maintain composure with the public and coworkers in every day stressful and emergency situations.~~

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

Adopted by Ledyard Town Council on \_\_\_\_\_.

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Kevin J. Dombrowski, Chairman

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