Grand County LIBRARY District

JOB OVERVIEW

JOB TITLE	Library Associate
DEPARTMENT	Public Services
REPORTS TO	Branch Manager

GENERAL JOB DESCRIPTION

Performs professional library work under the direction of branch manager. Assists with the development and management of branch services, collections, and programs.

DUTIES & RESPONSIBILITIES

Assist library patrons with accounts, physical and online resources, reader's advisory, reference services, use of library technology and individual devices, and room usage.
Assist with library collections and usage through circulation duties, reporting, inventory, and collection of statistics.
Assist with planning and presenting library programs for variety of audiences and interests.
Promote library services by creation of articles, displays, flyers, and outreach to the community.
Demonstrate teamwork through communications, contribution in staff meetings, and dependability.
May provide supervisory assistance in absence of branch manager.
Assist with the safety and security of facilities by providing general cleanup, organization, and maintenance tasks.

EDUCATION & TRAINING

Preferred Bachelor's Degree.
Equivalent combination of education and related experience.

KNOWLEDGE & EXPERIENCE

Basic technology knowledge including email; hardware and software; internet; operating systems; and web based platforms.
Solid interpersonal skills including collaboration, communication, and customer service.

SKILLS & ABILITIES

Collaboration-creates effective relationships; teamwork; conflict resolution
Communication-variety of formats, platforms, and audiences; solid writing and public speaking skills
Customer service-responds promptly to customer needs and requests; manages difficult situations in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; solicits customer feedback to improve service
Ethics and values-understands and follows district mission, policy, procedure, and applicable standards; adheres to user privacy and confidentiality; understands and promotes intellectual freedom
Independence-able to work things out on own; takes responsibility for own time and effectiveness; alert to opportunities to contribute; able to spot and implement opportunities for improving situations
Leadership-meets commitments; provide an awareness of customer and community needs and opportunities to build community; accepts responsibility for own actions; attention to detail
Learning and innovation-remaining current with library resources; adaptable to changing needs; problem solving through innovation and creativity

WORKING CONDITIONS

WORK ENVIRONMENT	The noise level is usually moderate. Frequently lift and/or move 25 pounds, occasionally lift and/or move up to 50 pounds. Vision abilities include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Regularly sit; use of hands to manipulate, handle or feel; and talk or hear. Frequently required to walk, occasionally required to stand; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.
HOURS / SHIFTS	Variable from 6-38 weekly hours, evenings and weekends, M-S.
PAY GRADE	50 Non-exempt
BENEFITS	Health, dental, vision, life, LTD, and accident insurances. Retirement, PTO, and other voluntary insurance.

LOCATION	Granby, Fraser, Grand Lake, Kremmling, Hot Sulphur Springs