



**EAST CLEVELAND PUBLIC LIBRARY
LIBRARY ASSOCIATE (SUBSTITUTE)
JOB DESCRIPTION**

Job Title:	Library Associate	FLSA Status:	PT Nonexempt
Reports To:	Public Services Manager	Grade:	20
Department:	Public Services	Last Revision:	5/11/2017
Approved By:	ECPL Board of Trustees	Pay Range:	\$19.69-\$29.70

GENERAL SUMMARY:

Under general supervision, the Library Associate (substitute) provides general library services to patrons. The Library Associate is called to fill in when other Library employees are not available to work or when additional staff is needed. Work is performed primarily inside of the Library facility. Lifts, moves and shelves books and other light materials and equipment. Occasionally required to attend meetings or training sessions outside of the Library facility; and maybe assigned to special projects that support the advancement of the Library

ESSENTIAL JOB RESPONSIBILITIES:

PUBLIC SERVICES

- Serves as a positive member of the Public Services team by communicating effectively with colleagues and managers, providing effective customer service to the public and library departments
- Provides General Reference services to patrons
 - Responds to questions from patrons in person and over the telephone
 - Retrieves requested materials for patrons
- Performs Reader's Advisory services and recommends materials to patrons
- Enters reserve and interlibrary loan requests for patrons, schools and organizations
- Directs patrons to appropriate area of the library
- Assists patrons in using library equipment
- Compiles subject bibliographies
- Conducts library tours
- Provides outreach services as assigned

COLLECTION DEVELOPMENT

- Assists with maintaining various collections including weeding and shifting
- Maintains knowledge of available material developments, trends and patron preferences
- Assists with maintaining accurate inventory of the collection by deleting missing, lost and withdrawn items from SIRSI

QUALIFICATIONS:

- Bachelor's Degree and a minimum of one (1) year of library experience or equivalent combination of education, training and experience
- Personable with a passion for serving and enhancing the community educationally, recreationally via relevant and appropriate informational resources

KNOWLEDGE & SKILLS:

- Understands and uses SIRSI, or has the capacity to learn the SIRSI library system
- Familiar with searching various library databases

OTHER REQUIREMENTS:

- Attends staff meetings
- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
- Must be able to work weekends and some evenings, and to be available on short notice to resolve problems
- Ability to work with frequent interruptions
- Performs additional duties and assignments, as assigned
- Serves on temporary committees, as requested
- Ability to lift 50lbs

East Cleveland Public Library is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, East Cleveland Public Library expects that all relationships among persons and employees in the work environment will be professional and free of bias, prejudice, and harassment.

I acknowledge receipt of this job description, and understand my responsibility to read and comply herein and any subsequent revisions; and I acknowledge receipt of my copy of the job description and that a copy of this acknowledgment will go into my personnel file.

Employee's Signature

Employee's Name (Print)

Date