

POSITION DESCRIPTION  
**CLARK COUNTY PUBLIC LIBRARY**

An Equal Opportunity Employer

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Job Title:	<b>LIBRARY ASSOCIATE - BRANCH</b>
Department:	Branch
Immediate Supervisor:	Branch Manager
Positions Supervised:	None
Work Coordinator For:	Library Assistant - Branch, as assigned Page - Branch, as assigned
FLSA Status:	Non-Exempt

**JOB RESPONSIBILITIES:**

Under general supervision, the Library Associate - Branch provides prompt, accurate assistance for patrons in utilizing library resources and services.

**QUALIFICATIONS:**

- Bachelor's degree, and
- A minimum of one (1) year library experience  
or
- An equivalent combination of education, training and experience at the discretion of the Director and/or the Board of Trustees

**WORKING CONDITIONS:**

- Must be able to work a flexible schedule, including evenings and weekends
- May occasionally required to work overtime

**PHYSICAL REQUIREMENTS**

- Job requires ability to operate tools and controls, walk, reach, sit, see at close range and distance, talk, hear, bend, reach, and stoop in order to perform job duties. Frequent computer usage. Must be able to push carts (may exceed 50 lbs.), occasionally move items up to 25 pounds, and sit or stand for extended periods of time. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions and/or for the interview process.

*An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.*

## Clark County Public Library

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> <li>• Library policies and procedures*</li> <li>• Dewey Decimal Classification System*</li> <li>• Wide range of books and authors</li> <li>• Integrated automation system*</li> <li>• Supervisory methods*</li> <li>• MS Office and Windows or similar software</li> <li>• Weeding methods*</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate effectively in written and oral form</li> <li>• Interact and respond appropriately to patrons and staff</li> <li>• Maintain confidentiality</li> <li>• Plan, schedule and organize work</li> <li>• Conduct internet searches and research efficiently</li> <li>• Maintain knowledge of library technologies and resources</li> <li>• Concentrates on a task despite frequent distractions</li> </ul>

% of Time	ILLUSTRATIVE DUTIES: <i>(The duties listed below are not all-inclusive. Rather, they illustrate the type of work assigned to a position incumbent. All essential functions of the job are noted by ★. The percentage of time allocated to each group of duties is approximate.)</i>
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\* May be acquired after hire

% of Time	ILLUSTRATIVE DUTIES: <i>(The duties listed below are not all-inclusive. Rather, they illustrate the type of work assigned to a position incumbent. All essential functions of the job are noted by ★. The percentage of time allocated to each group of duties is approximate.)</i>
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### 35% **PUBLIC SERVICE**

- ★ Provides general reference services to patrons
  - Responds to questions from patrons in person and over the telephone
  - Teaches patrons the use of library systems (i.e. OPAC, TBS, Dewey Decimal System)
  - Checks shelves for requested materials
- ★ Maintains familiarity with various technologies, including the Online Public Access Catalog, children's computer stations, digital devices, gaming systems, etc.
- ★ Assists patrons in locating library materials and in using library equipment
- ★ Maintains and increases knowledge and skills through attendance at meetings, conferences, and in-service training sessions
- ★ Maintains professional and appropriate interaction with patrons and staff and adheres to guidelines and procedures
- ★ Acts in place of the Branch Manager, as requested
  - Assists patrons with voter registration and tax forms
  - Conducts library tours
  - Reviews materials on order, tracks orders and follows-up, if necessary
  - Assists with opening and closing the library

### 30% **CIRCULATION DESK**

- ★ Maintains knowledge of available materials and patron reading preferences, reads reviews and recommends materials to patrons
- ★ Maintains computerized patron accounts
  - Enters patron and library material information into computer system
  - Checks library materials in and out on the computer system
  - Collects fees; counts money and prepares deposits
  - Prepares and issues library cards
- ★ Processes reserve requests and interlibrary loans
  - Notifies patrons by phone or mail when library materials are available; transfers reserves, as required
  - Maintains related files

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10% **COLLECTION MAINTENANCE**

- ★ Maintains orderliness of library displays, shelves and furniture
  - Prepares book displays
- ★ Maintains, shelves, and organizes library materials as assigned
  - Shelves library materials according to the proper filing order; transports library materials from one location to another; weeds and shifts materials
  - Recommends new and replacement materials, orders and processes new materials
- Assists with maintaining the branch collections, as assigned

10% **PROGRAMMING**

- ★ Assists with preparing and conducting programs for children and adults
- Prepares annotated bibliographies, booklists, book reviews, fliers and handouts
- Maintains files of stories and songs for children's programs
- Assists with library tours and school and community visits

10% **SUPERVISORY SUPPORT**

- ★ Supervises the work of the Library Assistant - Branch and/or Pages, as assigned
- ★ Assists supervisor in developing cooperation and teamwork within the department; keeps lines of communication open
- Provides on-the-job training
- Monitors the work of employees, as assigned
- Ensures compliance with policies and procedures
- ★ Assists with maintaining department files, records and indexes

5% **MISCELLANEOUS**

- Performs additional duties and assignments, as requested

★ *Denotes an essential function of the job*

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Employee Signature

Date