

## Library Associate - Library on Wheels

JOB TITLE: Library Associate - Library on Wheels

FLSA STATUS: Non-exempt

GRADE: 36

DEPARTMENT: Public Services

APPROVED DATE: 06/2015

REVISED DATE: 08/2016, 02/2022

### **Job Summary**

This position is based in Library on Wheels and performs skilled para-professional support services to contribute to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

### **We Value Lived Experience**

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

### **Essential Functions**

*Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.*

1. Select library materials for customers, present children's programming, provide on-site assistance to customers and caregivers in a variety of settings.
2. Prepare materials for delivery.
3. Drive large outreach vehicles such as the Bookmobile, Cart Hauler and delivery vans to various outreach sites according to schedule.

4. Perform routine vehicle maintenance and arrange for regular maintenance and repair of outreach vehicles; conduct routine safety checks.
5. Assist customers in the use of library equipment and services. Troubleshoot equipment utilized in Outreach Services.
6. Develop and present programming for preschool and school aged children.
7. Perform collection maintenance activities through the use of reports and data, to include weeding the collection for condition as well as reallocation of library materials.

### **Additional Duties and Responsibilities**

1. Perform specialized duties in support of collection development services as directed.
2. Make presentations to the public as assigned.
3. Prepare correspondences and reports.
4. Train new staff as needed.
5. Attend meetings, trainings, and workshops as assigned.
6. Assist with special projects as required.
7. Perform other duties as assigned.

### **Supervision**

The position reports to the Library on Wheels Manager. Supervision of others is not a normal part of the position's work. May be designated as lead person to provide work direction to coworkers or volunteers.

### **Knowledge, Skills, and Abilities**

1. Thorough knowledge of established web-based databases and techniques of searching and accessing those resources.
2. Thorough knowledge of established practices and procedures for an integrated library system (ILS).
3. Thorough knowledge of library procedures for determining needs and interests of customers.
4. Knowledge of Library District policies and procedures.
5. Knowledge of library resources, programs and services in a library.
6. Strong customer service and communication skills.

7. Strong organization and attention to detail.
8. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
9. Ability to communicate effectively with diverse audiences.
10. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
11. Ability to work independently and to set priorities.
12. Ability to operate relevant computer systems including hardware and software, such as Microsoft Word, Excel, electronic databases, e-mail, and internet navigation in addition to other office equipment and security systems.

### **Education and Experience**

*Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:*

1. At least two years of college-level education or specialized training such as library science, presenting programs or other profession-based subject areas.
2. Three years of experience providing customer service in a library or public service environment is required.

### **Physical and Environmental Conditions**

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent must identify and organize library materials such as books, audiobooks, and DVDs based on small-print numbers and alphabetical characters; scan and inspect library materials including opening media cases. Incumbents may frequently move objects or materials weighing up to 35 pounds, including transfer of books and other materials to carts or shelves of varying heights. Incumbents may be required to move carts of books and other materials about the building for extended periods of time. Incumbents are required to operate computers and may frequently remain stationary at one workstation for extended periods of time.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

The incumbent is required to have hearing acuity sufficient for safe vehicle operation and to hear customers unable to produce normally audible speech and in conditions with background noise. Operate a motor vehicle and be licensed to do so, including legal vision requirements for licensing. Incumbents regularly travel in outreach vehicles to various sites in all kinds of weather and traffic conditions. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license. These conditions are not deemed to be inherently dangerous but may be disagreeable on occasion.