

Orangeburg County

Title: Library Associate

Class Code: **FT** **PT**
 Exempt **Non-Exempt**



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**ORANGEBURG
COUNTY**
We are here to serve you!

General Description

This purpose of this position is responsible for various technical library service functions in the Library System. Work involves complex technical library duties and provides limited reader assistance and reference services. Leads work in the coordination and supervision of activities of a computer lab. Provides training and support to computer lab staff and users.

This class works under general supervision and monitoring of individual performance and is reviewed through supervisory evaluation of unit operation.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Performs all communications with community members, library users, and staff using exemplary customer service skills.
- Must be comfortable working in a dynamic, fast-paced environment, and can exhibit professional maturity.
- Can register library patrons by data entry of information into computerized integrated on-line circulation system.
- Can explain routine circulation, overdue fines and fees, use of materials within the Library, and related policies and procedures to the public in person and over the telephone.
- Charges and discharges library materials via a computerized circulation system.
- Receives payment, performs routine cash handling using cash register and inputs payment information into computerized system.
- Enters data into a computer terminal from a variety of source documents according to well-defined procedures.
- Processes library materials according to well-defined procedures.
- Can assist patrons with their needs in the Computer Lab, printing station, card catalog, scanning, copy machine.
- Conducts one on one training sessions with patrons needing help logging onto their library account online or accessing digital library materials such as audiobooks and eBooks.
- Assist patrons with personal devices such as laptops, Kindles, iPads, Androids or iPhones to enable the patron to engage with library resources.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

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- Assists library users on the floor with finding materials or will escort them to appropriate personnel when needed
- Shelve returned materials (books, magazines, CDAs, etc.) to their proper location in the library.
- Can assist with setting up, executing, and breaking down programming both inside and outside the library.
- Performs all duties and tasks that are required to work in assigned departments as needed and scheduled.
- Performs other duties and related work as instructed and assigned.

Minimum Education and Experience Requirements:

Requires a High School Diploma. Requires one (1) year experience in Customer Service/Retail. Requires one (1) year of experience in a Library or Information Technology field; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Special Certifications and Licenses:

- High School Diploma

Reasoning/Math/Language Skills:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Ability to read, analyze, and interpret documents and effectively to inquiries and complaints, general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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Physical Demands:

Performs medium work that involves walking or standing much of the time and involves exerting between 20 and 50 pounds of force on a regular and recurring basis or skill, adeptness, and speed in the use of the fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

Unavoidable Hazards (Work Environment):

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; wet or humid conditions
 - Outdoor work may also be required.
 - The noise level in the work environment is usually moderate

Americans with Disabilities Act Compliance

Orangeburg County is an Equal Opportunity Employer. ADA requires Orangeburg County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

I have read the above duties associated with the position of Library Associate. I understand this job description is not all-inclusive, and I may be asked to perform additional duties. I understand I will be evaluated on my knowledge and understanding of the duties and task listed in this document. The position I hold with The County of Orangeburg is an at-will position, which means, either the County of Orangeburg, or I, may terminate employment, with or without notice, and with or without cause.

Print Employee Name

Date

Employee Signature

Date

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