



## Town of Newbury – Job Description

<b>Job Title:</b> Library Associate – Youth Services Department	<b>Status:</b> Appointed
<b>Reports To:</b> Library Director and Head of Youth Services	<b>Position Classification:</b> 12.2 Hourly, non-exempt, 20 hours
<b>Supervises:</b> N/A	
<b>Location:</b> Newbury Town Library	<b>Date:</b> December 2024

### Summary:

The Library Associate position in the Youth Services Department provides direct services to the public at an exceptional level. They aid the Head of Youth Services with running the children's room by assisting with programming, aiding patrons with reference questions, finding materials, and staffing the children's desk.

All employees of the Newbury Town Library are expected to continually strive to maintain the highest standards of professional behavior, to understand and uphold the ALA Code of Ethics and to conduct themselves in accordance with these standards at all times when on the job or when representing the library. Employees are expected to adhere to and to uphold the ALA Freedom to Read Statement, the Library bill of Rights and the First Amendment of the Constitution of the United States.

### Duties and Responsibilities:

- Use library automated circulation system to circulate materials to library users including checking materials in and out, processing reserves/holds, registering borrowers, and collecting fines and fees.
- Provide prompt and courteous assistance to all patrons regarding use of library materials, equipment, and services in person, over the phone, and via email.
- Participate in the purchasing and maintenance over an assigned collection.
- Catalog materials using our automated library system in accordance with the standards set by the Merrimack Valley Library Consortium.
- Perform reference services, provide referrals, and reader advisory services as needed.
- Shelf library materials; maintain reading areas and displays in a neat organized manner; read shelves to maintain materials in appropriate locations and order.
- Prepare craft materials, operate audio-visual equipment, and other programming related tasks.
- Assist with marketing and social media as needed.
- Assist the Head of Youth Services in planning programming for children and teens.
- Conduct story hours under the direction of the Head of Youth Services.
- Represent the library at network and community events as needed.
- Staff all desks as needed.
- Assist in the opening and closing procedures of the library.

- Other duties as required or assigned.

**Knowledge/Skills/Experience Required:**

- Knowledge of library principles, practices, services, laws, and ethics.
- Strong commitment to excellent customer service and a desire to meet and serve the community.
- Ability to work well with other staff members and to lead by example.
- Ability to motivate, establish and maintain effective working relationships.
- Ability to exercise initiative, flexibility, and independent judgment in often-changing situations.
- Experience with common office equipment and applications.
- Experience working with children and/or teen.
- Experience working in a public library preferred.
- Demonstrated customer service skills.

**Education and/or Certification Required:**

High School diploma or GED Certificate required, two years or more of college is desirable.

**Mental Skills and Demands:**

Reading	Verbal Communication
Detailed Work	Written Communication
Confidentiality	Multiple Concurrent Tasks
Problem Solving	Moderate Computer Use

**Physical Demands:**

Work is performed primarily indoors, under some stress. Requires lifting up to 25lbs., shelving books on bottom and top shelves (with the aid of a stool if necessary), and the ability to stand for up to 4 hours while serving the public.

Sitting, Speaking, Listening

**Special Work Conditions:**

Part-time including evening and weekend hours as required.

<b>Department:</b>	<b>Signature:</b>	<b>Date:</b>
Department Head		
Town Administrator		
Personnel Board		