

City of Rapid City Job Description

Job Title	Library Associate I		
Job Code:	LBA1	Bargaining Unit:	AFSCME
Pay Grade:	See Wage Scale	Date Revised:	3/02/2023
FLSA Status:	Non-Exempt		

General Summary: Provides a variety of paraprofessional and technical support work of routine to moderate difficulty in all areas of the libraries. Works with the public to provide customer service and assist with reference needs.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Acts as a point of contact for patrons at library service points.
- Learns, utilizes, promotes, and troubleshoots existing and emerging technologies and library services.
- Teaches the use of technology and library services, and assists with hands-on learning.
- Analyzes patron inquiries to provide information and/or materials; assists in the use of the catalog, and other information resources.
- Acts as a readers' advisor which includes creating and maintaining displays and writing reviews of library materials.
- Under direct supervision, develops and maintains collections in assigned areas.
- Maintains a welcoming and well-kept public space.
- Uses integrated library system to effectively manage library materials
- Performs acquisitions, processing and cataloging utilizing library databases and software.
- Performs interlibrary loan activity.

Qualifications:

Education/Experience:

Bachelor's degree from an accredited four-year college. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Certifications, Licenses, Registrations:

Must possess a valid driver's license or ability to obtain one within 30 days from date of hire.

Communication Skills: Ability to utilize proactive and effective communication with the library patrons, staff, partners, community support agencies, and businesses. Ability to critically select, create, and edit online content, and technology skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and library policies and procedures. Ability to write routine reports, correspondence, and appropriate documentation. Ability to speak effectively before groups of customers or employees of organization. Interacts effectively with people of all ages and backgrounds to ensure appropriate use of

community space. Ability to utilize effective and appropriate customer service skills within both patron and staff interactions.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Work schedule is based on needs for library events and services, 7 days per week, daytime and evenings, at any of the library facilities or in the community.

Physical Demands:

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; sit and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.