

Mukwonago Community Library Job Description Library Associate

POSITION:

- a. **Job Title:** Library Associate
- b. **Under Direct Supervision of:** Associate Director of Collections and Programs
- c. **Supervises:** N/A
- d. **Schedule:** Part-time including morning, afternoon, evening and weekend hours. Schedule is subject to change from week to week and the candidate must have maximum flexibility to be able to fill in for absences.
- e. **Benefits:** N/A
- f. **FLSA Status:** Non-exempt

GENERAL POSITION SUMMARY:

Working under the direct supervision of the Associate Director of Collections and Programs, this position performs work to assist the Collections and Programs Team in delivering programs, maintaining the collection, and providing core library services. Performs entry-level professional library work by applying the full scope of basic library knowledge and techniques in the performance of duties.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

Programs & Services

- Under the supervision of the Associate Director of Collections and Programs, creates and delivers programs for all ages to meet the needs of the community.
- Under the supervision of the Youth Services Librarian, assists in producing programs, materials, and marketing for youth programs and services.
- Under the supervision of the Adult Services Librarian, assists in producing programs, materials, and marketing for adult programs and services.
- Under the supervision of the MetaSpace 511 Lead Innovator, assists in producing programs, materials, and marketing for MetaSpace programs and services.
- Manages projects, programs, and timelines including the preparation of a calendar of events and programming.
- Creates displays to enhance the Library experience and to promote use of Library resources.
- Records program statistics in a timely manner in the appropriate spreadsheet or software.
- Performs a variety of promotional activities such as preparing promotional materials, attending community events, posting on social media, etc.
- Performs reference services at the Information Desk including reader's advisory; placing holds; answering the phone; interpreting and applying Library policies and procedures; answering reference questions; instructing customers on the use of Library equipment; and assisting users with technology, databases, online resources, and the catalog.

- Attends staff meetings and library system meetings as appropriate.
- Performs library opening and closing procedures as required.
- Performs other job-related duties as assigned. Tasks may extend to other departments within the library.

Collections & Cataloging

- Under the supervision of the Associate Director of Collections and Programs, performs basic collection maintenance duties including, but not limited to, discarding items identified by Collection Developers for removal from the collection; unboxing and organizing new arrivals in preparation for cataloging; and basic cataloging functions.
- Under the supervision of the appropriate Collection Developer, assists with selecting and ordering items for the collection.

EXPERIENCE ACQUIRED FOR POTENTIAL ADVANCEMENT:

- Cataloging experience
- Collection development experience
- Programming experience
- Reference experience

ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to complete training on and maintain library technologies related to job duties and area of supervision including, but not limited to: catalog client and modules; public computers; copiers; and productivity software such as Microsoft 365.
- Ability to display creativity, accountability, and flexibility in implementing the Library's mission, vision, values, and strategic plan goals.
- Ability to adhere to professional standards of behavior including, but not limited to: maintaining schedules and meeting deadlines; working within budgeted guidelines; taking direction from supervisor; keeping accurate records in required format; upholding and adhering to library policies; and managing time effectively and productively.
- Ability to successfully track and manage projects.
- Ability to positively and effectively interact with diverse individuals.
- Ability to establish and maintain effective working relationships with direct supervisor, MCL staff, other agencies, and the general public.
- Ability to learn new tasks and skills, take feedback, reflect on performance, and improve.
- Ability to work independently and make effective decisions.
- Ability to recognize when further information or guidance is needed.
- Ability to understand and follow oral and written instructions.
- Ability to physically perform the essential job functions.
- Ability to work a *flexible* schedule that will include days, evenings, and weekends.

- Skilled in utilizing technology to conduct all aspects of the job including communication, record keeping, and customer service.
- Excellent oral and written communication skills.
- Excellent customer service skills.
- Excellent interpersonal skills using tact, adhering to privacy policies, patience and courtesy.

QUALIFICATIONS AND REQUIREMENTS:

- Required: High school diploma or equivalent
- Preferred: Bachelor’s degree in related field
- Preferred: Experience working in libraries, education, or similar jobs.
- All applicants are subject to fingerprinting and a background check. Employment is contingent on passing those assessments.

PERSONAL ATTRIBUTES:

The candidate must be detail orientated, have a high standard of customer service, be friendly and cooperative, be open-minded, and strive to provide excellent customer service. The candidate must be eager to collaborate with others and enjoy working in a team environment. The candidate should be enthusiastic about developing their knowledge of public libraries and growing their professional skills.

PHYSICAL DEMANDS/WORKING CONDITIONS:

The physical demands described here are representatives 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.

- Work is performed inside a typical interior/office work environment. While performing the duties of this job, this position is regularly required to:
 - Constantly remain in a stationary position
 - Frequently move around an office environment to access drawers, shelving, office equipment, etc.
 - Constantly operate a computer and other office productivity equipment such as a computer, copier, telephone, tablet, etc.
 - Occasionally position self to reach office equipment, tall shelves, low shelves, into deep bins, etc.
 - Constantly communicate with supervisors, staff, and Library users. Must be able to exchange accurate and timely information in these situations.
 - Frequently process and respond to questions and requests from supervisors, staff, and Library users. Must be able to exchange accurate and timely information in these situations.
 - Frequently detect and decode writing, pictures, and colors on a computer screen, in small and large size, on signage, close up, and on a variety of surfaces
 - Occasionally move carts up to 50 lbs.

The Mukwonago Community Library is an equal opportunity employer. The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.