

**Madison Library  
Library Associate  
Job Description**

**Summary of Responsibilities**

Under the supervision of the Library Director, performs circulation duties and patron services, and assists with the operations of the library.

**Immediate Supervisors:** Library Director and Assistant Librarian

**Supervises:** Volunteers in conjunction with the Director

**Job Qualifications:**

- Work well with children and adults
- Enjoy reading a variety of genres/topics
- Have good computer and internet skills, and be willing to attend training classes
- Be organized and pay close attention to detail
- Ability to maintain patron confidentiality
- Ability to follow written and oral instruction/procedures
- Communicate effectively orally, in writing, and by listening
- College education required or any equivalent combination of experience and training which provides the required knowledge, skills and abilities
- Must be able to work evenings and Saturdays
- Physical requirements: Ability to lift up to 40 pounds, and agility to reach both the highest and lowest shelves in the library

The ideal candidate will have some library and database experience. Also desirable is experience working with the public in a customer service role.

**Characteristic Duties and Responsibilities:** Open and close the library, assist the public at the circulation desk, check materials in/out, shelve books, prepare items for circulation, help library users find information and materials in the library and online, help public using library's technology equipment and with general technology questions, make interlibrary loan requests, and answer or refer special reference requests. Additional duties include assisting with programming, and other duties as assigned.

**Training** will be provided on use of library's automation software, record keeping systems, online services to the public, and basic functions of public computers.

**Background check:** A background check is required for candidates being considered for this position.

Approved: January 18, 2012 by the Board of Trustees

Revision approved by the Board of Trustees: February 18, 2015