



## JOB DESCRIPTION

**Job Title:** Library Associate, Adult Services, Adult Programming

**Classification:** Non-exempt

**Salary Grade:** Associate 2

**Reports to:** Adult Services Manager

**Date:** 2021

**Summary:** The associate is responsible for coordinating educational and recreational services for the adult population in our library community. Perform a wide range of duties at the Information Desk, assisting patrons. Tasks may include selecting and maintaining library materials and furnishing reference, bibliographical, and readers' advisory services. Work with databases and information systems to access information. Assist and instruct patrons at computer workstations or one on one tutoring with technology questions as needed.

### **Essential Functions:**

- Plan, coordinate, and implement programs for adult and senior population to include Adult Summer Reading Program, book clubs, computer literacy, and genealogy classes
- Work with communication coordinator and outreach coordinator to plan community events
- Promote/market adult programs within and outside the Library; assist with social media posts; assemble and arrange display materials
- Participate in grant writing
- Prepare reports on library activities (e.g., statistical reports, grant requests or progress reports, library budget, inventory)
- Work with adult services team to plan events
- Implement services to adults electronically or in person
- Analyze adult requests to determine needed information and materials; assist in furnishing or locating the information
- Attend professional workshops/seminars related to the position; participate in networking with local library association
- Develop constructive and cooperative working relationships with others, and maintain them over time

- Develop specific goals and plans to prioritize, organize, and accomplish work
- Communicate with people outside the Library, representing the Library to customers, and other external sources
- Other duties as assigned

**Qualifications:**

- Associate or Bachelor’s degree, or equivalent work experience
- Service-oriented, actively looking for ways to help people; enjoys working with the public and co-workers in a friendly non-competitive environment
- Shows initiative, creativity, flexibility, resourcefulness, and sound judgment, as well as the ability to work independently
- Excellent writing and communication skills
- Ability to identify the interests and needs of our adult population
- Thorough knowledge of library reference methods and procedures
- Computer literate, with a willingness to learn Google software and services, email software, Microsoft Office software, and Library software
- Familiar with social media
- Must be willing to take a proactive approach to promote the Library’s collection, services, and programs
- Can work independently or as part of a team
- Effectively manages time and priorities
- Ability and willingness to work a varied schedule, including evenings and weekends
- Must be able to sit or stand for long periods and perform physical activities that require movement of the entire body, including but not limited to lifting, walking, and stooping
- Must be able to withstand repetitive motions using fine motor skills to type on a keyboard
- This job requires integrity, cooperation, dependability, and being open to change in the workplace

This job description is not a comprehensive listing of activities, duties, or responsibilities required of the employee. Other duties, obligations, and activities may change or be re-assigned at any time with or without notice.

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