



TITLE: Library Associate
SUPERVISOR: Information Services Manager

HOURS:

Part-Time 28 hours weekly. Must be available to work Monday- Saturday, days and evenings.

Two positions available. 1st position schedule: Monday-Thursday 3:00-8:00 p.m., Alternating Friday and Saturday – Friday 9:30 a.m.-6:00 p.m., Saturday 8:30 a.m.-4:00 p.m.

2nd position schedule: Monday-Wednesday 11:00 a.m.-6:00 p.m., Alternating Friday and Saturday Friday 9:30 a.m.-6:00 p.m., Saturday 8:30 a.m.-4:00 p.m.

JOB SUMMARY:

Under the direction of the Information Services Manager, and in harmony with the policies of Morrisson-Reeves Library, the Library Associate will serve as a paraprofessional assisting patrons by performing a variety of services including assisting patrons with research and information needs.

QUALIFICATIONS:

Education – Education beyond the high school level; Associates Degree or two years postsecondary coursework preferred

Experience –Two years work experience in a public service environment; Public library experience desired; Reference experience a plus; Extensive computer usage experience and database searching with working knowledge of Microsoft Office software, email, and the Internet is required.

Knowledge of library information systems a plus.

SKILLS:

Ability to successfully interact with a diverse patron base and other library personnel; remain focused on tasks despite frequent interruptions; perform with a high level of accuracy independent of supervisor examination; work well within teams, groups, and committees; obtain and maintain working knowledge of library computer systems and other technologies as they pertain to Information Services; sort and file alphabetically and numerically; train customers in the use and services of the library; work some evenings and weekends.

WORK ENVIRONMENT:

The physical demands and work environment of this position are typical of an interior/office work environment. Prolonged work at computer terminals is required, as is prolonged standing and/or sitting. Some lifting, moving, pushing, pulling and carrying up to 20-30 pounds.

PLEASE COMPLETE AN APPLICATION FOR EMPLOYMENT AT

**MORRISSON-REEVES LIBRARY
80 North Sixth Street, Richmond, Indiana 47374
OR**

**PLEASE SUBMIT APPLICATION TO
hr@mrlinfo.org**