

AZALEA REGIONAL LIBRARY SYSTEM FULL-TIME LIBRARY ASSOCIATE

The Library Associate will share the responsibilities of the day-to-day operation of the Member Library with the Library Manager, under the supervision of the Library Manager and Member Services Librarian. This position requires dependability, tact, knowledge of library policies and procedures, a commitment to excellence, and a customer service attitude that exhibits the core values and mission of AZRLS.

The Library Associate's duties will include, but not limited to, the following:

a. Assist the Library Manager by completing any and all assigned tasks, including:

- Operating and maintaining the circulation desk.
- Shelving and sorting materials.
- Checking in/out library materials.
- Pulling materials daily.
- Answering emails and telephone calls.
- Providing excellent customer service to patrons.
- Processing new library cards and renewing expired library cards.
- Instructing patrons on equipment usage (i.e. computer software, copier, microfilm reader, OPAC online catalog, PC Reservation).
- Answering and responding to reference questions.
- Handling daily HQ and PINES deliveries.
- Conferring with the Library Manager on all aspects of library operations.
- Upholding all library policies and procedures, including the Code of Ethics as stated in the Personnel Policy.
- Processing intra/interlibrary loan materials.
- Other duties as assigned.

b. Train in the daily operations of the Member Library in order to provide complete and accurate library service to the public, in the absence of the Library Manager.

c. Perform any additional duties which may be assigned by the Library Manager, Member Services Librarian, or the Regional Administrative Office. When tasked, fulfill any roles given by the Library Manager in their absence.

Programming and Outreach Responsibilities:

Works with the Library Manager to create and direct children's, young adult, and adult programs, events, and activities throughout the year. This includes, but is not limited to,

weekly storytimes, movie nights, craft days, book clubs, etc;. Assists the Library Manager with planning and administering the annual summer reading program.

Functions as a library representative in the community and participates in any activities that promote AZRLS or the Member Library. Actively seeks new partnerships with local organizations and businesses.

Job Requirements:

High school diploma or a GED certificate.

Experience working with the public in a fast paced setting and ability to work with patrons of all ages and backgrounds. Bilingual communication skills preferred.

Must be able to shelve books, bend, stretch, and move around the library at a moderate to quick pace, with long periods of time spent standing or actively engaging with patrons during programs. Ability to lift up to forty (40) pounds.

Willing to perform outreach activities outside of the normal library setting. Such activities may include participation at festivals, school visits, and connecting with local community stakeholders.

Possess basic computer skills, filing, and record keeping and a proven ability to work well with the public and co-workers. Experience managing staff and leading teams preferred.

Must have reliable transportation to work, and be able to attend meetings, trainings, and events as necessary.

Application Process:

Azalea Regional Library System is an Equal Opportunity Employer and Drug-Free Workplace. Hiring is contingent upon verification of identity; United States employment eligibility authorization through E-Verify will be required.

Submit a completed AZRLS application, including a resume and cover letter describing your qualifications for this position, to **hr@azalealibraries.org**.