



Chesterfield Township Library
50560 Patricia Ave. Chesterfield, MI 48051
(586) 598-4900 www.chelibrary.org

Employment Opportunity

Position: Library Associate I – Technical Services

Supervised by: Systems Librarian/Technical Services Supervisor

Classification: Part-time, Non-exempt, At-will

Schedule: 20 hours/Week

Salary: \$13.26/Hour

Benefits: PTO and 6 paid holidays; Optional 457 deferred compensation plan

General Summary:

Under direct supervision of the Systems Librarian / Technical Services Supervisor, performs various clerical support duties to assist in the operation of the library. Incumbents' primary responsibilities include preparing new materials for the library's collections and participating in outreach activities. This is the first level of a two level series. It is distinguished from the second level, Library Associate II, in that incumbents in the second level typically serve as the lead worker within a work unit of the Library.

Essential Job Functions:

The following statements are intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements.

1. Technical Services Library Associate I
 - a. Provide accurate and efficient assistance in ordering, receiving, cataloging and processing new or donated materials to the library collection.
 - b. Submit vendor orders for library materials according to established protocols.
 - c. Receive, unpack and verify packing lists for new or donated materials; Enter data in library's ILS; Accurately input credits and deductions to the Acquisitions account.
 - d. Provide copy cataloging and complete item entry on materials; Maintain record accuracy in the ILS; Investigate and resolve cataloging discrepancies; Correct coding errors and replace missing tags and stickers.
 - e. Prepare new materials for circulation; Process, repair and discard materials; affix RFID tags.
 - f. Maintain inventory of library materials; Maintain inventory of office supplies.
 - g. Monitor and update status of new books.
 - h. Maintain periodical database, bills, renewals and lost/missing issues.
 - i. Receive, sort, and refer donated materials to librarians for evaluation to add to collection.
 - j. Distribute materials to appropriate section of the library.
 - k. Assist with reports and statistics.
 - l. Participate in monthly department meetings.
2. Promote a positive library image through proactive customer service to patrons and coworkers in the library and at outreach events.
3. Maintain physical appearance of library by picking up library materials left on tables, chairs, counters.
4. Stay current with changes to procedures and policies affecting department and/or library operations.
5. Provide assistance to patrons with basic directional and general information questions and in locating materials as necessary.
6. Perform related work as required and other duties as assigned, including working as a team member to

provide all library services to the public

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position:

- High School diploma or its equivalent (G.E.D.) and one year of related experience serving the public, such as retail, clerical or library work; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. May be required to possess a valid driver's license.
- Knowledge of basic library practices and services. This includes alphabetizing and the Dewey Decimal Classification System and adherence to the privacy rights of patrons.
- High level verbal and written communication skills; ability to deliver tactful and decisive explanations to an audience not always receptive to the information being communicated.
- Consistent display of public service attitude that reflects the library's values.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public and staff.
- Ability to maintain discretion in handling confidential library matters.
- Ability to use automated systems, basic office equipment, and various computer software programs including word processing, spreadsheet, databases, email and the Internet.
- Efficient and accurate data entry skills.
- Prompt and dependable with a strong work ethic.
- Pleasant and courteous telephone skills.
- Ability to maintain records and prepare reports.
- Ability to prioritize workload and work independently.
- Ability to work under stress, and be adaptable to changes in work priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and hear; use hands with dexterity; reach with hands and arms; be able to stoop, kneel, crouch or crawl. At times the employee might need to lift, or carry objects weighing up to 50 lbs. and push or pull carts weighing up to 200 lbs. Specific vision abilities required by the job include close, distance, and color, and peripheral vision and the ability to adjust focus. The employee might occasionally be required to travel to other locations.

While performing the duties of this job, the employee regularly works in a public service or office setting. The noise level in the work environment is usually moderate.

Process: The Library accepts online applications only. Submit a single PDF file of the following to jobs@chelibrary.org.

1. Cover letter
2. Resume
3. Completed Chesterfield Township Library application (www.chelibrary.org)

Application Deadline: 5/11/2019

Starting Date: 5/30/2019

This is an at-will position. The Chesterfield Township Library is an equal opportunity employer. All decisions affecting employment shall be made without regard to an individual's race, color, religion, marital status, familial status, family responsibilities, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other classification protected under federal, state or local law.