

Warren County Public Library
Public Service Associate
Job Description
July 2023

Job Status: Part Time

Reports To: Team Manager

Work Schedule: 14-21 hours per week

Starting Compensation: \$13/hour

Position Summary: To work in one of the four team areas (Public Services, Technical Services, Outreach Services or Youth Services) in a professional capacity.

Essential Functions of the Job:

Public Services

- Check items in and out to patrons.
- Guide patrons in materials selection and computer catalog use.
- Assist patrons with using public computers and related equipment.
- Assist with programming and activities as assigned.
- Perform clerical tasks as assigned.
- Shelve, shelf read and maintain the collection.
- Open and close the building.
- Promote regular and special library programs and services to users.
- Enforce library rules of behavior by being attentive and aware of patron behavior.
- Assist patrons with directional questions, access to library materials, reference requests, and related duties.
- Oversee student assistants.
- Assist with other library duties as assigned.

Technical Services

- Receive collection materials: unpack shipments and check against packing slips and invoices; check materials and any vendor processing for quality; program and apply barcodes and RFID tags as needed; receive materials in the Integrated Library System (ILS); apply coding to indicate special handling of materials; and communicate with vendors regarding damaged or incorrect materials.
- Process invoices in ILS for payment.
- May perform copy cataloging on certain categories of materials. Assist with physical processing of materials, preparation of supply requisitions, weeding library materials, and training of Student Assistants as needed.
- Assist with other library duties as assigned.

Outreach Services (Mobile/Delivery Branches)

- Meet the physical (age/health) and traffic safety standards necessary to drive WCPL vehicles.
- Competency with mobile Polaris (Circulation software) and wifi connectivity.
- Issue library cards.
- Check items in and out to patrons.
- Guide patrons in materials selection and computer catalog use.
- Shelve, shelf read and maintain the collection.
- Plan and lead daycare/preschool storytimes and facilitate educational delivery services.

Youth Services

- Provide programming in-house to children ages 0-18. This programming could include (but is not limited to): Baby time, Toddler Time, Preschool Storytime, Elementary Aged Programs, Middle/High School Aged Programs, and class field trips to the library.
- Assist with other library duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.