

PUBLIC SERVICE ASSOCIATE I
Part-time position available at Scheben

Class: LS
Status: Non-Exempt

Boone County Public Library is seeking a dynamic, motivated individual for the position of Public Service Associate. Under the general direction of the Branch Manager, the Public Service Associate is responsible for providing library service for reference and general readers' service to the public. The Public Service Associate interacts extensively with the public and other staff members. This part-time (15-20 hours per week) position will work days, nights and a weekend rotation.

RESPONSIBILITIES

- Answer reference questions, in person and through various means of communication, using a variety of formats and sources
 - Assist customers with locating materials and using library resources and technology
 - Provide formal and informal bibliographic and Internet instruction
 - Answer questions regarding customer accounts, library programs and services, and library policy and procedure
 - Assist with adult programming and presentations
 - Assist with bibliographies, displays, exhibits
 - Perform general desk duties
- Perform related duties as assigned

EDUCATION AND EXPERIENCE REQUIREMENTS

Two years of post secondary education in a related discipline
1-2 years related work experience providing customer service in a library, retail or service environment
OR
Combinations of related education and experience will be considered

OTHER REQUIREMENTS

Knowledge and appreciation of classic and current adult literature and media
Awareness of current social and cultural topics and trends
Ability to deal tactfully and effectively with the public and other staff members
Excellent interpersonal and communication skills both verbally and in writing
Proficiency with computers, the Internet and various software programs

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PHYSICAL DEMANDS

Light to medium work [lifting, pushing or pulling 20-50 lb. maximum]
Reaching, bending, kneeling and crouching to retrieve and replace library materials
Movement throughout the facility locating/retrieving materials and assisting users for 4-8 hour shifts
Handling and manipulating library materials; fingering pages, cards, forms, etc
Operating computer and audiovisual equipment
Visual acuity sufficient to identify materials on shelving up to 90 inches in height and to read primarily typed or printed text in a variety of type sizes

Compensation

\$12.30 per hour, approximately 15-20 hours per week

Position will remain open until filled.

If you have the qualifications for this position, send cover letter, application and resume to:

Human Resources Manager
Boone County Public Library
1786 Burlington Pike
Burlington, KY 41005
E-mail: jobs@bcpl.org
Fax 859-689-0410