

PUBLIC SERVICE ASSOCIATE II

Full Time position available at SCHEBEN

Class: LS2
Status: Non-Exempt

Boone County Public Library is seeking a motivated individual with positive attitude for the position of Public Service Associate II. Under the general direction of the Branch Manager, the Public Service Associate II is responsible for providing library service for reference, readers' service and adult programming to the public. The Public Service Associate interacts extensively with the public and other staff members. This full time (40 hours per week) position will work days, nights and a weekend rotation.

As a Public Service Associate, a typical date may include the following...

- Answer reference and readers' advisory 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
- Participate in the promotion of technology related instruction and resources available to library customers
- Prepare and implement adult programming and presentations, including setup
- Prepare bibliographies, displays, exhibits
- Prepare Recommended Reading List
- Serve as Person in Charge when needed
- Perform general desk duties
- Perform related duties as assigned

This job maybe a good fit for you if you have...

Undergraduate degree / 2-5 years progressively more responsible related work experience providing customer service in a library, retail or service environment

OR

Combinations of related education and experience will be considered
Must qualify for library certification from the state of Kentucky

OTHER REQUIREMENTS

Knowledge and appreciation of classic and current adult literature and media
Awareness of current social and cultural topics and trends
Working knowledge of standard reference resources, materials and databases
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
Willingness to master the use of new technologies to support a creative learning environment, the sharing of ideas and productive failure.

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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, standard office equipment 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

What we have to offer...

\$15.25 per hour, salary commensurate with education/experience, includes excellent benefits package, which includes Medical, Dental and Vision coverage at no cost to the employee, and participation in the County Employees Retirement System.

If you have what we're looking for in this position, send cover letter, job 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