

PUBLIC SERVICE ASSOCIATE II

Part Time position available at Walton

Class: LS2

Boone County Public Library is seeking a motivated individual with a positive attitude 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 programming, reference and general readers' service to the public. The Public Service Associate interacts extensively with the public and other staff members. This part time (20 hours per week) position will work days, nights and a weekend rotation.

As a Public Services Associate, a typical day 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

SKILLS AND ABILITIES

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, approximately 20 hours per week plus a great working culture and flexibility. Also offering Dental and Vision coverage at no cost to the employee.

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

Position will remain open until filled.