

Dickinson County Library

POSITION TITLE: North Dickinson Branch Associate

LEVEL: II

RATE OF PAY: Wage Scale 2026-Level II; Starting \$16.41

SUMMARY: This is a part-time position with most of the hours worked spent at the North Dickinson Branch. This person will be asked to fill-in at other locations as scheduled. Responsibilities include, but are not limited to, monitoring the daily operation of the branch, working closely with the Administrative staff to see that it is run in an orderly manner, and exercising independent judgment when necessary.

As a Level II position, an employee in this position must demonstrate knowledge of library practices and procedures. The employee is able to direct and train staff members in the performance of clerical duties. The employee has the ability to organize and assist with the development of procedures within the broad guidelines set by the Library Director. The employee performs operational duties that facilitate the orderly flow of materials and library services. This employee is accountable for performance of a specific task employing independent judgment and initiative within the assigned area (e.g. North Dickinson Branch).

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Assists in training employees in the operation of the North Dickinson Branch and keeps the North Dickinson Branch manual up-to-date on branch procedures.
2. Maintains staff instructional materials and staff reference files at the desk.
3. Takes active role to ensure functionality of the North Dickinson Branch circulation desk, such as ensuring adequate supplies are available and all equipment is operational.
4. Monitors branch repairs and reports maintenance problems or needs.
5. Performs troubleshooting on branch computers.
6. Coordinates and processes magazine and newspaper subscriptions for the North Dickinson Branch.
7. Conducts tours and special programs as needed.
8. Submits information related to the North Dickinson Branch for press releases and for the Dickinson County Library newsletter.
9. Prepares various reports including statistics of library use.
10. Assists the Director in addressing minor complaints and resolving routine problems at the North Dickinson Branch.
11. Makes recommendations for improvement or changes at the North Dickinson Branch to improve library operations.
12. Participates in evaluating new technology to improve services.
13. Promotes library materials through creative use of displays. Creates a welcoming atmosphere through decoration and posters throughout the branch.
14. Oversees maintenance of collection, including shelving and shifting and updating status of materials and modifies item records when necessary.
15. Maintains and promotes varied book and material collections through weeding (in collaboration with Collection Management Committee) and participates on the Material Selection Committee by reviewing assigned publications, suggesting materials for purchase or rotation, and submitting patron's special requests.
16. Works closely with the Youth Material Selection Committee to build and maintain the young adult and juvenile collections.
17. Coordinates the summer reading program with the Programming Committee for the North Dickinson Branch.
18. May assist programming staff with library programming and activities at the North Dickinson Branch.
19. Assists in developing handouts and instructional materials for patrons and contributes to website content.
20. Performs routine circulation duties at all locations including, but not limited to opening and closing of the circulation desk, checking materials in/out, placing/filling hold requests for library materials.
21. Maintains confidentiality of all computer records and uses discretion with all library matters involving patrons and staff.

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22. Works as a team member to provide excellent proactive customer service in helping users find and evaluate information using the adopted Customer Service Promise as a guide.
23. Assists and answers reference questions.
24. Provides reader's advisory service.
25. Instructs patrons in the use of the online catalog, digital collections and resources, Internet, online databases, reader/printers, copy machines and general public computer use.
26. Explains library rules and policies to patrons.
27. Attends staff meetings and committee meetings as assigned; attends training relevant to the position.
28. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of computers to assist patrons and to utilize in performance of daily duties including the Internet and word processing software.
2. Knowledge of library rules and regulations.
3. Excellent interpersonal skills for dealing pleasantly and cooperatively with patrons and staff.
4. Ability and willingness to work a varied schedule of days, evenings and weekends.
5. Ability to exercise initiative and independent judgment within areas of responsibility.
6. Ability to make decisions and explain policy.
7. Ability to train and organize the work activities of others.

EXPERIENCE AND TRAINING

Bachelor's degree, or an equivalent combination of training and experience desired. Two years or more of progressively responsible library work experience.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and reach with hands and arms. The employee is occasionally required to walk, sit and stoop, kneel, crouch, or crawl. The employee may occasionally be requested to lift and/or move large objects.