



THE LENOX LIBRARY

POSITION DESCRIPTION

Position Title: **Library Associate**
Department: Library
Salary Grade: G
Date Last Revised: November 2017

JOB SUMMARY

Front-line position at the Main Circulation Desk. As this employee will serve the public at a circulation desk, good, friendly customer service is the most highly prized trait.

SUPERVISION

Serves under the supervision of the Circulation Coordinator. Performs a variety of duties requiring self initiative.

MAJOR DUTIES (essential job functions)

1. Provide positive, courteous and professional assistance to library visitors regarding matters both related or unrelated to the position's subject-matter expertise.
2. Check in circulating items
3. Check out circulating items
4. Assist patrons in finding and holding items
5. Issue museum passes
6. Handle money for fines, copies, and Book Nook
7. Empty book drop
8. Run paging lists for holds
9. Pull items requested by other libraries
10. Visitor assistance
11. Stamp newspapers
12. Shelving
13. Performs other related duties as assigned.

WORK ENVIRONMENT

Office setting; frequent interaction with the public. Operates computers with varied software programs.



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PHYSICAL REQUIREMENTS

Typical office environment and duties do not require much physical strength. However, occasionally, ability to regularly lift library materials weighing up to 30 pounds and push fully loaded book carts. Must have high energy level to deal with the public and frequent interruptions. Frequent movement within the department as well as to other areas of the building, particularly the Main Circulation Desk, is required.

WORK SCHEDULE

Tuesday 2:00PM - 5:00PM; Wednesday through Friday 2:00PM - 6:00PM

RECOMMENDED MINIMUM QUALIFICATIONS

High School diploma or equivalent, a basic level of computer proficiency is expected.

Please send resume, letter of application and list of three references to:

Amy Lafave, Library Director

Lenox Library

18 Main St.

Lenox MA 01240

or via email: alafave@lenoxlib.org

No phone calls please.