



# Employment Opportunity

## Library Associate I

### 3 open positions

Middendorf-Kredell Branch, O'Fallon, MO

We are seeking to fill three part time Library Associate I positions at our Middendorf-Kredell Branch. If amazing customer service and working as part of a team is your passion, this is an opportunity for you! The Library Associate I works directly with library customers in person, by phone, or electronically regarding the circulation of materials, reserves, library accounts and with other tasks related to circulation. You will help customers with class and event registration and/or meeting room reservations. You will organize and prepare library materials for re-entry into circulation, shelve materials and perform some light housekeeping within the branch. You may assist with opening and/or closing procedures.

#### Skills needed for this job are:

- Strong customer service attitude with ability to positively interact with customers
- Ability to file alphabetically and numerically using the Dewey Decimal System
- Attention to detail, strong organizational skills and ability to perform duties quickly and accurately
- Knowledge of general library operations
- Intermediate level of office and computer skills, to include Google Workspace, Microsoft Office, electronic devices and cell phones.
- Excellent written and verbal communication skills and thrives in a team environment.
- Flexibility and ability to adapt to change and willingness to learn new things

Part time employees enjoy a partial benefit package that includes paid time off and a deferred compensation plan with employer match. Starting rate is \$12.00.

**Schedule A (24 hours):** *Week 1: Mon 1pm-9pm, Tues 5pm-9pm, Fri 8:30am-5pm (4 hours of flex time per week)*  
*Week 2: Mon 1pm-9pm, Tues 5pm-9pm, Sat 9am-5pm (4 hours of flex time per week)*  
*\*Sunday shifts as assigned*

**Schedule B (16 hours):** *Week 1: Sun 1pm-5pm, Wed 5pm-9pm, Thurs 5pm-9pm, Sat 1pm-5pm*  
*Week 2: Mon 5pm-9pm, Tues 5pm-9pm, Wed 5pm-9pm, Thurs 5pm-9pm*

**Schedule C (16 hours):** *Mon 5pm-9pm, Tues 5pm-9pm, Sat 9am-5pm. Sunday shifts as assigned*

Advertised schedule may change based on the operational needs of the Branch. Applicants should have some flexibility in their schedules to accommodate schedule changes as needed. **Some Sunday shifts will be required on all schedules.**

Our eleven library branches serve all residents of St. Charles County by providing a robust collection of materials, many classes and events, and superior customer experiences! Every day we get to live our mission: to inspire, to inform, and to enhance connections across St. Charles County. The future looks bright - join us!

For priority consideration, submit a cover letter and resume along with completed [SCCCL Application](#) by **Monday, September 5, 2022**. Application materials can be emailed to [jobs@stchlibrary.org](mailto:jobs@stchlibrary.org), or mailed to SCCCL, Human Resources Department., P.O. Box 529, St. Peters, MO 63376. Application materials will be accepted until the position is filled or an acceptable number of qualified candidates have been received. When applying please designate which schedule you are interested in.

We appreciate your interest in the Library District, but due to the high volume of responses, we may only be able to contact those applicants that we wish to interview.

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

8/26/22-9/5/22

**Description Number:** 32.073  
**Position Title:** Library Associate I  
**Salary Grade:** 7  
**FLSA Classification:** Nonexempt  
**Reports To:** Circulation Supervisor  
**Revision Date:** 04.10.2022

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### **Position Summary**

The Library Associate I position works directly with customers in person, by phone and electronically to assist them with their library needs. It could be checking items out, putting items on hold, answering their questions, or any number of other activities. Additionally, the Library Associate I shelves materials and does light housekeeping as well as opening and/or closing the branch. The Library Associate I, will understand they will work within a team environment with colleagues and other branches within the Library. They will understand that to a library user, they are the Library and will maintain enthusiasm, respect, and foster positive interactions. The Library Associate I will demonstrate a desire to learn and a willingness to develop new skills. This person will communicate clearly and effectively and display initiative to create an excellent customer experience.

### **Essential Expectations**

1. Perform processes and duties to maximize library usage
2. Create a welcoming environment that ensures a pleasant customer experience
3. Assist customers in person, by phone, or electronically
4. Illustrate flexibility and adaptability
5. Display exceptional organizational skills
6. Ability to work in a fast-paced environment
7. Exhibits high expectations of self and others
8. Demonstrate clear communication and active listening
9. Interest in learning new skills and expanding the library community
10. Promotion of the library and all of its events and programs
11. Skilled in technology including but not limited to Library Software, Google Workspace, Microsoft Office, iOS, Android and other devices
12. High level interest in working as a team
13. Assist with opening/or closing branch
14. Provide prompt and friendly service to all customers
15. Assist with all branch needs as assigned

### **Skills**

1. Excellent verbal and written communication skills as well as strong reading skills.
2. Ability to file alphabetically and numerically using the Dewey Decimal System
3. Office skills including computer usage, fax, scan, copiers, phones, etc.
4. Flexibility to adapt to changing situations

5. Attention to detail and ability to perform duties with a high level of accuracy
6. Ability to exercise initiative to achieve established goals and directives
7. Tactfully handle concerns and disruptive behavior
8. Ability to effectively multi-task and work well under pressure

**Physical Abilities**

1. Ability to stand for up to 8 hours a shift
2. Ability to lift materials or push carts weighing up to 30 lbs
3. Ability to reach high or low to access or return materials to shelves and move through aisles
4. Sufficient clarity of speech and hearing to communicate well with staff and customers
5. Sufficient vision to produce and review a wide variety of library materials, reports and other materials both electronic and hard copy

**Education and Experience**

1. Must be 16 years or older
2. High school diploma or GED preferred
3. Knowledge of a public library's function and purpose required
4. Public service experience preferred

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.