

**DAVIESS COUNTY PUBLIC LIBRARY
JOB DESCRIPTION**

DATE APPROVED:

TITLE: Library Associate (IT Trainer)

POSITION SUMMARY: Provide computer/technology training for library staff and the public.

HOURS: Full Time, Non Exempt. Must work flexible schedule including evenings and weekend rotations.

ESSENTIAL FUNCTIONS:

Specialized:

- Create, schedule and implement computer/technology training in a classroom setting; includes preparing or obtaining training materials.
- Works with inexperienced computer users in one-on-one sessions by appointment.
- Maintains accurate records (including attendance) of training programs offered.
- Evaluate training sessions by conducting surveys to determine the effectiveness of current training programs and identify skills that should be focused on to improve use of library resources.
- Create, schedule and implement computer/technology training for library staff.
- Maintain current awareness and use of emerging information and library technologies.

General:

- Provides service in person and by phone, email and mail.
- Assists in defining division objectives, goals and priorities; and in the development of division programs and services.
- Assists users in identifying and locating information using computerized and print resources.
- Delivers lectures and conducts instructional sessions on the use of materials and services.
- Serves as a member of Library Committees.
- Explains, demonstrates and assists users with the use of reference sources and other library resources.
- Takes responsibility for enforcing library policies, and directs subordinates in helping to enforce library policies.
- Participates in library continuing education.
- Provides Reader's Advisory services.

SUPERVISORY:

May have supervisory responsibility for department or facility during evening and weekend shift which includes opening and closing. Also, coordinates and communicates with contracted security personnel.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work with the public at a busy public service desk.
- Ability to deal with difficult user behavior.
- Ability to create a welcoming environment for public and staff.

- Demonstration of loyalty and dedication to the purposes and goals of the Daviess County Public Library.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from library staff, community groups, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work cooperatively with co-workers, both within the division and the library at-large.
- Ability to communicate effectively with public and staff while maintaining effective and courteous public relations at a written and verbal vocabulary level commensurate with position requirements.
- Knowledge of English grammar, spelling and composition.
- Ability to maintain confidential information.
- Knowledge and demonstrated understanding of library administrative theory and practices.
- Knowledge and understanding of reference tools, research skills, general literature and of basic library principles, procedures, technology, goals and philosophy of services.
- Knowledge and proficiency in computer skills, including Microsoft Office Word and Excel, use of library data systems and databases.

EQUIPMENT USED:

- Computers, calculator, copy machine, fax machine, cash register, phone, microfilm/fiche reader/printers/scanners, audio-visual equipment, book trucks (carts) for transporting materials to proper areas for re-shelving, and sound system equipment.

EDUCATION AND EXPERIENCE:

Minimum Education and Experience

Bachelor's degree AND three years of experience in a public.

MENTAL AND PHYSICAL ABILITIES:

The mental and 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 stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, frequently lift, push or pull up to 25 pounds, and occasionally lift, push or pull up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Stressful situations may occur when dealing with the public. Must be able to work flexible hours.

The undersigned certify that this Job Description has been reviewed and is understood.

EMPLOYEE_____ DATE_____

LIBRARY DIRECTOR_____ DATE_____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.

The Daviess County Public Library is an Equal Opportunity Employer.