

## **Library Associate**

### **Daviess County Public Library Community Engagement Department**

**Salary:** \$38,107.00 plus benefits

**Status:** Full-time, Non-Exempt. Days, evenings and weekend shifts.

**Closing Date:** January 18, 2019

The Daviess County Public Library seeks a dynamic, creative, energetic individual with a strong commitment to public service. This position works with staff to design and implement technology programs for both teens and adults.

The successful candidate will be customer-focused, forward thinking, and collaborative. He/she will be committed to excellence in customer service and understand the Library's central role in the community. RESPONSIBILITIES INCLUDE (but not limited to): customer service, technology programming for the public and staff, and community outreach for adults.

#### **Qualifications:**

- Bachelor's degree from an accredited university or college
- Three years' experience working with the public
- Applicant must be at least 25 years old and have a valid driver's license
- Proven customer service skills
- Good communication skills, specifically the ability to work with inexperienced computer users
- Ability to work independently
- Ability cooperate and work together
- Good organizational skills
- Willingness to take on new challenges and responsibilities

**Application Process:** Please submit a letter of interest, resume and three work references to:

Shannon Sandefur, Community Engagement Manager  
Daviess County Public Library  
2020 Frederica Street  
Owensboro, KY 42301  
[ssandefur@dcplibrary.org](mailto:ssandefur@dcplibrary.org)

In the letter of interest, specifically address the essential functions listed in the job description and how your education and experience best qualifies you for this position.