



Employment Opportunity

Library Associate II (Administrative)

Full Time

Central Services, St. Peters, MO

Do you enjoy the library and the services we offer? Do you thrive working in a collaborative environment? Do you see the importance of spreadsheets and data? Are you a great communicator with a sense of humor and fantastic attention to detail?

We have an opening for a Library Associate II in our Adult and Youth Services Department. This position will assist our Adult and Youth Services staff District-wide by planning, implementing and supporting classes and special events, including author events. You will work closely with the Adult and Youth Services team to create and implement Library-wide initiatives and services, develop and maintain a wide variety of partnerships in the community, and represent the Library through outreach services and community events.

This position will support the Adult and Youth Services department through vetting and booking performers, developing and maintaining partnerships in the community, planning for yearly library events, and helping with ongoing initiatives for Library customers. This position also offers customer service and reference services to Library staff and customers.

The St. Charles City-County Library is a Kaleidoscope of Discovery! Our eleven library branches are located in some of the fastest growing communities in Missouri, and we are poised to grow right along with them. The future looks bright. Join us!

Requirements:

- Attention to detail and ability to perform duties with a high level of accuracy
- Ability to multitask and stay well organized in a rapidly changing environment
- Knowledge of a public library's function and purpose required; library experience preferred
- Minimum of one-year related experience in public or customer service preferred
- Experience or education in planning events and activities
- Flexible scheduling required, including evenings and weekends as needed
- Bachelor's degree or related experience required

Schedule: Mon through Fri 8:30am-5:00pm, evenings and weekends as needed

We offer a full benefit package which includes medical, vision and dental and life insurance, retirement plan, deferred compensation (457) plan, FSA and generous time off. Pay rate is \$17.01 per hour.

For priority consideration submit a [SCCCL Application](#), cover letter and resume to any branch, or email application materials to jobs@stchlibrary.org, or send to SCCCL, Human Resources Department, P.O. Box 529, St. Peters, MO 63376 by the priority deadline of **Monday, August 1, 2022**. Application materials will be accepted until the position is filled or an acceptable number of qualified candidates have been received.

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.

7/22/22-8/1/22

Please see the following job description for more information.

Description Number: 32.135
Position Title: Library Associate II
Salary Grade: 13
FLSA Classification: Nonexempt
Reports To: Branch Manager
Revision Date: 04.10.2022

Position Summary

The Library Associate II 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 II shelves materials and does light housekeeping as well as opening and/or closing the branch. Library Associate II staff are expected to fully plan and implement events for various ages in the library and as outreach into the community. The Library Associate II 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 II 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. Illustrates flexibility and adaptability
3. Display exceptional organizational skills
4. Ability to work in a fast-paced environment
5. Exhibits high expectations of self and others
6. Demonstrate clear communication and active listening
7. Interest in learning new skills and expanding the library community
8. Promotion of the library and all of its events and programs
9. Planning and execution of age appropriate activities with enthusiasm
10. Community outreach
11. Assist with opening/or closing branch
12. Participate on library committees as needed
13. Skilled in technology including but not limited to Library Software, Google Workspace, Microsoft Office, iOS, Android and other devices
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. Ability to effectively multi-task and work well under pressure
8. Tactfully handle concerns and disruptive behavior

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 18 years or older
2. High school diploma or GED preferred as well as some college
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.