



Library Associate

Status: Part Time
Hours per Week: 15-19 hours a week, including evenings and Saturdays
Starting Pay: \$14.00 per hour DOE

Closing Date: OPEN RECRUITMENT (Until filled)

Application Instructions: Applications and job description are available at the Kuna Library Circulation Desk and online at <https://kunalibrary.org/>. Please submit applications via email to the Library Directors at jcutforth@kunalibrary.org or to the Library Circulation Desk.

Primary Responsibilities: Under direction of the Circulation Manager, create and maintain positive public relations with patrons, community members, and staff. Provide reference/readers advisory, technology assistance, and circulation duties.

Essential Job Functions – fundamental position duties

- Greet/respond to walk-in library patrons and provide excellent customer service to library patrons in accordance with Kuna Library District policies and procedures.
- Locates materials for patrons; places reserve holds on library materials.
- Issues new library cards and assists and instructs library users in the use and function of the library.
- Coordinate and assist patrons with library computers and printers.
- Maintain library materials.
- Be able to shelve items according to library procedures this includes bending and reaching.
- Be able to answer and communicate clearly to patrons over the phone.

Qualifications – Experience, education and special skills

- Knowledge of a library's collection, reference materials and general library policies, practices and procedures (desired but not required).
- Customer service skills and experience; Excellent communication skills, tactfulness and friendliness.
- Excellent computer skills: Ability to utilize computer hardware and software in the performance of duties.
- Ability to work in a team environment; to establish and maintain effective working relationships with co-workers, other organizations and the public.
- Ability to provide readers advisory and reference services.
- Ability to respond positively to negative criticism from the public.
- Must have flexibility with work times and schedule.
- Ability to bend, reach, and perform the physical demands of the position.
- Must be 16+.