

POSITION DESCRIPTION

**PORTAGE COUNTY DISTRICT LIBRARY**

An Equal Opportunity Employer

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Job Title: **REFERENCE LIBRARIAN - LIBRARY ASSOCIATE III**

Department: Branch Services      Pay Scale: 3  
Hourly       Salary   
Non-Exempt       Exempt   
Bargaining Unit  Admin.  Prof.  Exec.

Immediate Supervisor: Branch Manager  
Positions Supervised:

JOB PURPOSE:

To educate and assist patrons to use the Library to its fullest extent.

QUALIFICATIONS:

Undergraduate four (4) year degree and applicable experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of library policies and procedures; operation of automated library equipment; computer operation and functions including data processing. Ability to define problems, collect data, establish facts and draw valid conclusions; plan, schedule and organize work; prepare meaningful, concise and accurate reports; communicate effectively in written and oral form; answer routine inquiries from public; develop good rapport with library patrons, supervisors and co-workers.

PHYSICAL CAPABILITIES:

Must be able to reach, bend, stoop and stand on kick-stool.

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Date Prepared: October 1996

Date Approved:

Revision Date: February 10, 2014

PREPARED BY PORTAGE COUNTY DISTRICT LIBRARY

