



Washington Parish Library

Job Title: Substitute Library Associate

Supervisor: Assistant Director

Location: Any WPL Branch or HQ

Weekly Hours: varies as needed

Starting Pay: \$10.00/hr

FLSA Status: Nonexempt

Requirements for All Employees:

1. Pleasant demeanor, accurate in details
2. Ability to work with variety, change and interruptions
3. Ability to communicate clearly
4. Ability to work effectively with patrons, co-workers, supervisors and others
5. Ability to follow library policy and procedures
6. Ability to work independently as needed
7. Ability to operate computers and office equipment

Description: Responsible for assisting in any/all phases of Library operation as needed.

Requirements for This Position:

- Ability to work with an emphasis on accuracy and thoroughness
- Ability to operate BookSystems for basic functions after training
- Ability to stand, stoop, and sit for moderate periods of time
- Ability and willingness to learn new skills

Education/Experience Required: High school diploma or equivalent

Key Functions of This Position:

- Performs a variety of routine library tasks, such as charging and discharging books and other library materials, registering patrons, shelving books and other library materials, and performing other duties that are necessary for the smooth operation of the branch.
- Answers phone and calls patrons.
- Processes daily delivery and empties book drops

- Responsible for all aspects of public service, such as assisting patrons with copying, faxing, internet use, in locating library materials, and refers more complex requests to the Branch Manager.
- Assists patrons in the proper use of the Library's online catalog, in the selection and location of library materials, and assists patrons placing holds and ILL requests.
- Performs other duties and assignments as requested or assigned.

Substitutes may also be called to:

- Assist with the opening or closing of the library branch.
- Assist with planning, organizing, promoting, and supporting programming.
- Assist with preparing displays and bulletin boards.
- Process recently cataloged items.
- Assist with other projects as requested or assigned.

Physical Demands:

- Must have the ability to lift at least 35 pounds, push, bend, and reach as needed
- Must have the physical stamina to stand for prolonged periods of time

Franklinton Branch

825 Free Street
Franklinton, La 70438
985-839-7805

Enon Branch

14073 Hwy. 16
Franklinton, La 70438
985-839-9385

Bogalusa Branch

304 Avenue F
Bogalusa, La 70427
985-735-1961

Thomas Branch

30369 Hwy. 424
Franklinton, La 70438
985-848-7061