

Early Literacy Library Associate

**Library Associate I/II**

Job description:

Under the direction of the Head of Early Childhood Literacy, the associate in this position is responsible for supporting the planning, development, and implementation of system-wide early literacy programs, services, resources, and special events in alignment with goals and objectives of the Library’s Strategic Plan. The associate will also take a supportive role in community outreach in order to enhance the reach of quality early literacy programs, services, and resources to students, parents, caregivers, and early childhood educators.

Illustrative tasks:

* Aides in the development, coordination and execution of system-wide early learning opportunities and experiences that prepare children to become ready to learn to read
* Assists in delivering high-quality early literacy programs, services and resources to Head Starts, preschools, local schools, and other organizations that focus on early childhood development
* Conducts off-site library card registration and provides library materials to designated facilities and locations
* Aides in the distribution and maintenance of giveaway books that support early literacy skills and practices for children, parents, and early childhood educators
* Promotes use of excellent books for children from birth – 5 years old through age-appropriate online and print bibliographies
* May collect, maintain, and report early literacy program statistics and assist with year-end reports
* May assist in the planning and implementation of early learning programs and services at library locations based on needs and Strategic Plan
* Stays informed about NOPL services and activities
* All other duties as assigned

Minimum Qualifications:

* A Bachelor’s Degree from an accredited college or university.
* Must be able to work at any location in the New Orleans Public Library System.
* Must hold a valid Louisiana Driver’s License.
* Must be able to work nights and weekends.
* Previous public library, customer service, and programming experience.

Preferred Qualifications:

* Previous public library, customer service, and programming experience a plus.
* Experience with Early Literacy and outreach.
* Experience with diverse communities, stakeholders, and community organizers.
* Experience presenting to an audience.

Knowledge, Skills & Abilities

* Working knowledge of library techniques, systems, circulation, and procedures.
* Positive attitude toward public service work; considerable knowledge of customer service principles and techniques.
* Knowledge of the general rules and regulations of the public library system.
* Considerable ability to accurately perform data entry work on computer workstations.
* Ability to learn routine and specific tasks within a reasonable time period.
* Ability to make decisions in accordance with library policies and procedures.
* Ability to get along with customers and colleagues;
* Knowledge of Polaris and Library databases upon training;
* General knowledge of technology trends including mobile devices and social media;
* Ability to communicate effectively and professionally with staff and public;
* Ability to work independently in the absence of supervision;
* Knowledge of computer applications including Microsoft Office;
* Must be able to travel throughout the Library system and to other locations for meetings and training.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations must be made to enable individuals with disabilities to perform the essential functions.

● While performing the duties of this job, the employee is frequently required to stand, sit, and talk or hear. The employee is required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Packing and loading of materials and books will be required.

● Tasks may involve lifting and/or moving 15-44 pounds on a regular basis and driving between library sites and outreach locations.

● Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and visual acuity to read computer screen and perform various detailed work.

Kind of Examination

Candidate must qualify for the City of New Orleans Library Associate I or II register.

To apply, email [rmatthews@nolalibrary.org](mailto:rmatthews@nolalibrary.org)