



POSITION DESCRIPTION

JOB TITLE: Associate Librarian 2025-2026 (*Academic Year*)

FLSA STATUS: Non-Exempt ***PAY RANGE:*** \$22-\$26.50/Hour

DEPARTMENT: Library

REPORTS TO: Library Director

JOB SUMMARY:

The *Associate Librarian* is a library professional that provides support to the Library Director/Reference and Instructional Librarian in all aspects of the library. The ideal candidate will be part of a team with other library staff to ensure a welcoming, inclusive, student-centered learning environment and provide student support and supervision in the library. This position will assist in providing access to library resources and services and supporting various information management tasks. This position offers a great opportunity for individuals passionate about library science and information management to contribute to the efficient operation of the library.

Major Responsibilities and Activities:

- Provide library services to patrons including reference assistance and circulation tasks.
- Manage interlibrary loan requests including lending requests from other libraries.
- Catalog archival materials.
- Provide electronic database usage statistics to the Library Director.
- Collaborate on archives management and preservation efforts.
- Facilitate scholarly academic research assistance for students.
- Process office supply orders.
- Assist in organizational tasks within the library setting, including stack maintenance (i.e. shelving books, shelf reading, straightening, etc.).
- Assist in the maintenance of the integrated library system (Follett-Destiny).
- Supervises students as part of a team with other library staff to ensure a welcoming, inclusive, student-centered learning environment.
- Schedules room booking.
- Ensures faculty members and guest speakers have the right equipment needed for classes and events held in the library.
- Circulates materials to students, staff, and faculty.
- Initiates and assists with library displays and programs that highlight library resources.
- Assists with library orientations for 9th graders and new incoming students alongside the rest of the library team.
- Maintains collaborative relationships with faculty, staff, and students to promote library resources and support research.



- Keeps up to date with current trends in librarianship by reading professional literature in the field, participating in professional development via Academy training and engaging in online learning opportunities (i.e. MOOC's, webinars, etc.).
- Enforce library and St. Johnsbury Academy policies.

Required Skills and Abilities:

- Proficiency in archival processing and information management.
- Knowledge of intellectual property law as it pertains to libraries.
- Understanding of archives management principles.
- Experience with integrated library systems is a plus.
- Team Player – Energetic and proactive approach to cultivating and maintaining effective working relationships, maintains a positive, supportive attitude toward all, and supports team members in accomplishing the Academy's work.
- Ability to identify, analyze, and resolve problems effectively.
- Knowledge of effective discipline strategies and good judgement regarding what is appropriate for high school students.
- Excellent written and oral communication skills, strong organizational skills.
- Proficiency with Google and Microsoft Office suite of products, familiarity with technology tools appropriate for high school library use. Ability to solve first-level hardware and software problems, and ability to communicate with faculty and IT in a timely and efficient manner.

Education/Experience:

- Bachelor's degree, plus a minimum of one year of relevant experience (libraries, customer service, academic settings preferred).

Physical Requirements:

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to use a telephone, to enter data into a computer, tablet or other learning device; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom or office levels, and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 40 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are normally performed in a school library/classroom or office environment. The noise level in the work environment is usually moderate.



Background Check and Fingerprinting:

The Academy conducts criminal record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. Job offer is contingent upon satisfactory maintenance or completion of our background and Child Abuse Registry reporting, and acceptance of our Sexual Harassment Policy.

St. Johnsbury Academy is an equal opportunity employer. SJA prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. SJA is committed to providing a diverse environment, we encourage and welcome applications from candidates of all backgrounds.

I acknowledge that I have read and understand the above position description in its entirety, and I am capable of performing all of the stated requirements and essential functions as outlined. If I have any questions about the duties and responsibilities that I am asked to perform, I should discuss them with my immediate Manager, Department Chair or Human Resources Director.

I have discussed any questions that I may have had about this position description prior to signing this form.

Employee Signature

Date