

PT LIBRARY ASSOCIATE I

Description

Beaumont Library District is seeking a customer service-oriented, energetic individual with a genuine passion for serving the public to fill the position of PT Library Associate I. This position will engage with library patrons of all ages to issue library cards, assist in locating materials, and use computer and printing services.

The Library District serves 65,000 residents of the San Geronio Pass east of urban Los Angeles and west of the Palm Springs desert communities. We are looking for an individual who desires variety, challenge, and immersive public contact in their employment, working with a growing community and contributing to the overall development of the library. The Library is undergoing an expansion and renovation project, to be completed in February 2027.

Under the direction of a Supervising Librarian, the Library Associate I provides customer service to library patrons; supports all Circulation or Technical services functions and provides training and work direction to others.

Requirements

The ideal candidate will be able to:

- Greet the public and provide directional assistance, refer questions to appropriate professional staff.
- Explains library circulation policies and procedures and assist and educate members on self-service functions, including utilizing public access computers effectively.
- Assists members with applications for new membership accounts; creates and update accounts.
- Interacts with members of the public in understanding and collecting their fines and fees.
- Provides routine information in person and over the phone and refers calls to appropriate person or section, handles queries concerning library accounts, materials, policies, and programs.
- Performs a variety of tasks involved in handling materials inventory.
- Performs opening and closing procedures.
- Operates standard office equipment and performs general clerical duties such as filing, typing, and copying.
- Drives the bookmobile, if assigned.
- Works mornings, afternoons, evenings, and weekends.
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Computer and keyboarding skills.
- Library methods, policies, and practices.
- Electronically based information systems related to library operations.

- Record keeping, filing methods, and records management techniques.
- Current office procedures, practices and equipment.
- Alphabetical and numerical filing.
- Telephone technique and etiquette.

Ability to:

- Communicate effectively both orally and in writing; understand and follow both oral and written directions.
- Interpret, apply, and explain library regulations, policies and procedures.
- Operate a variety of equipment.
- Work accurately, efficiently, and independently, and take initiative in completing work assignments.
- Interact with diverse people of all ages in a professional and culturally appropriate manner.
- Use a variety of computer software applications and computer equipment.
- Train and provide work direction to others.
- Establish and maintain effective working relationships with those contacted in the course of daily operations.
- Use library specific software systems such as an Integrated Library System (ILS).
- Perform basic mathematical calculations (e.g. making change).
- Perform clerical duties.

EDUCATION AND EXPERIENCE:

High school diploma or GED. One (1) to three (3) years of clerical experience with progressively increasing responsibility involving public contact, library or customer service experience is preferred.

LICENSES AND CERTIFICATES:

May require valid California driver's license.

PHYSICAL DEMANDS:

Typical public library environment, subject must be able to stand or sit and maintain a stationary position for extended periods; operate office equipment; walk or move within the property; bend/stoop/kneel or position self for shelving, filing, or other purposes; and lift or push or move up to 25 pounds. The employee must possess mobility to operate a motor vehicle and visit meeting sites or other points of business; possess hearing and speech to communicate in person before groups, and over the telephone; possess specific vision abilities required by this job including close vision, distance, vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

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

Most work is performed in an office setting within a public library, although there may be exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

WORKING CONDITIONS:

Weekend, evening work, and attendance at off-hours meetings and occasional travel are required.

Pay Range: \$19.40-\$21 per hour

Starting salary dependent upon experience and qualifications.

Deadline: August 3, 2026 (first consideration will be given to earliest applicants)

To apply for this exciting career opportunity, please submit your cover letter, detailed resume, and three references to:

Laura Cook, Business Manager
Beaumont Library District
125 East Eighth Street
Beaumont, CA 92223
Email: laura.cook@myBLD.org

To learn more about Beaumont Library District, visit our website at myBLD.org