

## LIBRARY ASSOCIATE

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **JOB OBJECTIVES**

Under general supervision, to perform clerical, technical and paraprofessional duties in support of various sections within the library including reference, circulation, interlibrary loan and cataloging; to assist in maintaining and processing library materials; to perform clerical, technical and complex tasks relative to assigned area of responsibility; to assist in the planning and presentation of programs for people of all age groups; to promote library resources and services; and provide general library assistance.

### **ESSENTIAL FUNCTION STATEMENTS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

Perform duties related to reference and readers' advisory including performing a reference interview and conducting research using a variety of print and online resources for successful resolution of requests from people of all age groups.

Teach people of all age groups how to use a variety of print and online resources and technologies.

Perform duties related to the circulation of the library's collection including tracking the status of items in the collection; checking materials in and out; issuing new and replacement borrower's cards; handling overdue materials, claims returned, lost and paid, and damaged items; receiving, depositing and posting money for fees owed to the library.

Perform maintenance and repair functions on library materials; process severely damaged materials to be repaired by bindery; monitor and claim missing or damaged periodicals.

Examine bibliographic entries for accuracy; proofread materials labels; correct errors as necessary; print classification numbers.

Prepare facility for opening and closing. While on duty, enforce library policies and maintain library decorum.

Under the general supervision of the Programming and Outreach Coordinator, Technology and Collections Manager, or Library Director create, plan, promote and present programs for people of all age groups.

Create and post content to the library website, blog, and other tools designed to promote library resources and services.

Stay abreast of new trends and innovations in the field of library operations and activities, including technology, reference, youth services and adult services.

**AUXILIARY FUNCTION STATEMENTS**

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Library services and functions.

Principles and procedures of library services including basic library classification, cataloging practices and reference services.

Integrated library system operations (cataloging, acquisitions, reports and circulation).

Print and online reference sources.

Children's and adult literature, core authors and titles.

Office and library equipment including computers, printers, scanners, digital cameras, game consoles, projectors, e-readers, etc.

Principles and practices of research and record keeping.

English usage, spelling, grammar and punctuation.

Rudiments of instruction.

**Ability to:**

Perform library tasks including processing of materials, circulation, and cataloging.

Conduct research using various reference materials and methods.

Utilize integrated library system modules.

Work independently in the absence of direct supervision.

Operate a variety of office and library equipment.

Use diplomacy and tact to establish and maintain positive, cooperative, effective relationships with staff, members of the public, and vendors.

Communicate clearly, concisely, and effectively, both orally and in writing, with a diverse population including management, staff and patrons.

Respond positively to requests and inquiries from the general public.

Establish and maintain effective relationships with those contacted in the course of work.

**Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Equivalent to the completion of the twelfth grade supplemented by formal specialized training in library science, business administration or a related field.

**Experience:**

Five years of increasingly responsible library experience.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

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

**Environment:** Library environment; extensive public contact.

**Mobility:** Incumbents require sufficient mobility to work in a library setting, operate office equipment; extensive and recurring walking, standing, bending, crouching, stooping, stretching and reaching; regular lifting of moderately heavy items.

**Vision:** Vision sufficient to read small print, computer screens and other printed documents.

**Other Factors:** Incumbents are required to work extended hours including evenings and weekends