

LIBRARY ASSOCIATE

CODES/PAY RANGE

Class Code: 2616

EEO Code: B

Pay Range: 118

MAJOR FUNCTION

Supervisory and paraprofessional library work in the circulation area of a regional or full service library or independent work related to small specialized service unit.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Performs independent work related to small special service unit.

Directs and supervises automated circulation and materials processing in a regional or full service branch.

Trains, directs, supervises and evaluates staff and volunteers in customer service circulation, shelving and book processing procedures.

Schedules staff and volunteers. Assigns and records volunteer hours.

Maintains circulation overdue records.

Prepares and submits monthly statistical report; keeps track of fines and fees and sets up cash drawer; ensures that section is prepared for library opening.

Ensures that County policies and procedures are followed; explains and interprets policies to patrons; takes complaints and handles appropriately; assists in developing improved procedures.

Ensures the smooth operation of the circulation desk function; performs all duties related to circulation.

Uses on-line databases such as CLSI and PCS.

Attends workshops and conferences as required.

Performs related work as necessary or required.

(Library Associate continued)

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of library circulation procedures. Knowledge of Dewey Decimal System. Knowledge of basic library material classifications.

Skill in dealing with library patrons. Skill in operating terminals in automated system.

Ability to manage subordinates effectively. Ability to prepare statistical and other reports. Ability to employ appropriate policies and procedures and to explain and interpret them to others. Ability to make independent decisions and use judgement on routine and non-routine matters. Ability to oversee and ensure the proper operation of the circulation function. Ability to develop methods for improvement of operations. Ability to supervise. Ability to establish effective working relationships with staff and customers.

MINIMUM QUALIFICATIONS

Bachelor's degree (BA) in Liberal Arts, English, or related field; or Associate's degree (AA) and two (2) years experience or equivalent.

A comparable amount of education, training and experience may substitute for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Light to medium work. Ability to see, hear, talk; finger dexterity. Ability to lift (10 lbs), carry, bend, reach, kneel.

Mental Demands: Ability to read and comprehend professional and technical manuals, procedures and journals; memos, policies, safety instructions. Ability to write evaluations, memos, summaries and reports. Ability to speak clearly and concisely relating information, details and procedures to layman. Ability to perform basic mathematical functions.

Environmental Demands: Inside work.

Revised 9/95