



JOB DESCRIPTION

Title: **ASSOCIATE LIBRARIAN**
Department: Library
Class Code: 6890
FLSA Status: Non-Exempt
Effective Date: November 1989 (Rev. 08/2015)

GENERAL PURPOSE

Works closely with members of the Leadership Team and assigned work groups to provide excellent customer service and readers' advisory. Secondary duties are assigned as needed.

ESSENTIAL DUTIES

- Welcomes and helps patrons have a successful visit to the library or library website.
- Greets and offers friendly support to patrons.
- Promotes the library brand and mission.
- Shares a love of reading and knowledge of the library's collections.

Customer Services

- Provides reference and readers' advisory services.
- Provides a full range of circulation services including, but not limited to, registering patrons, circulating materials, maintaining pull lists and the hold shelf, searching for lost, missing and claims returned items.

Programming and Outreach Services

- Plans, conducts and assists with library programs.
- Conducts and assists with public tours, class visits, book talks and in-school assembly programs.
- Conducts and assists with outreach events.

Technical Services

- Produces graphic information and creates displays to promote library services.
- Cleans public and staff computers.
- Assists with compiling statistical reports.
- Assists with maintenance of library materials. Assists with catalog maintenance.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from high school or equivalent and two (2) years of college or an equivalent combination of education and experience which provides the required knowledge and abilities.

Special Requirements

- Must be available some evenings and Saturdays.

Necessary Knowledge, Skills and Abilities

- General knowledge of library information management systems (automated catalogs) with specific skills in catalog searching, patron account maintenance, and the circulation of library materials.
- General knowledge of the Dewey classification system.
- Knowledge of general Internet searching techniques.
- Knowledge of general personal computer software programs including word processing, file sharing, database searching, and the nature of networks.
- General knowledge of good customer service techniques.
- Ability to learn library policies and procedures and to explain them to the public.
- Ability to explain clerical or technical procedures to the library staff.
- Ability to work independently or with minimal supervision.
- Ability to communicate effectively orally and in writing.

TOOLS & EQUIPMENT USED

- Library computer system; personal computer including world wide web search engines and the library's web site, calculator; copy and fax machine; phone.

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 may 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 walk, sit and talk or hear. The employee is occasionally 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.
- The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to both print and electronic text.

WORK 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.

- Work is performed primarily in an office setting. The noise level in the work environment is generally quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____