

LIBRARY ASSOCIATE I

PURPOSE AND NATURE OF WORK

Positions in this class work on a specialized library function involving work of a routine nature. Areas of assignment include makerspace, information desk in children's, teen or adult areas, copy cataloging, programming and event set up, bookmobile and outreach services, and assignments may fluctuate as needed to facilitate work flow. Work may involve standing for extended periods of time, bending, lifting, or pushing carts loaded with books. Positions report to a Library Associate III, Librarian II, Librarian III, or Regional Library Manager and are not supervisory.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Assists patrons with makerspace equipment and projects, including 3-D printers, laser cutters, sewing equipment, and other materials involved with STEM or STEAM activities and classes for children, teens, and adults. Works with computers and various creative softwares.

Staffs the information desk in children's and teen areas assisting patrons with children's and teen resources, computers, and programs.

Performs copy cataloging functions involving downloading cataloging records for all materials, and correcting cataloging records and bibliography holdings information.

Staffs the adult information desk and assists patrons with computers. Pulls patron requests from the collection. Uses various reports to pull materials for holds, weeding, transfer or transit and places patron holds on library materials. Collects or reports departmental statistics, orders departmental supplies, and assists with programs and displays. May on occasion serve as a short term substitute for staff at a small branch.

Works with genealogy collection resources and programs.

Assists with the set-up of meeting rooms and A-V equipment and assists patrons in their use.

Responsible for daily operation, preparations, and delivery of bookmobile services on regular routes. Provides library services to outreach events or facilities.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of standard library practices, policies, procedures and equipment.

Knowledge of cataloging principles and filing rules.

Knowledge of the Dewey Decimal classification system.

Knowledge of library research techniques and familiarity with reference tools.

Ability to learn and use a computer database, and search it effectively.

Ability to communicate effectively, both orally and in writing.

Ability to maintain effective working relationships with other employees and the public.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree including minor coursework in library science, and experience working in a library or bookstore setting; or any equivalent combination of training and experience.