

LIBRARY ASSOCIATE II

PURPOSE AND NATURE OF WORK

Positions in this class involve specialized library work of an administrative nature. Incumbents are required to interpret and apply library guidelines, policies, and procedures in the performance of assigned duties. Work performed by incumbents in this class includes materials acquisition functions, scheduling and organizing the use of library study and meeting rooms, and coordinating and conducting programs. Positions report to a Librarian III, Regional Library Branch Manager, 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.)

Organizes, oversees, and implements adult and teen programming under the direction of librarians and the library programming committee. Attends library programming committee meetings and contributes input on programs provided at branch of assignment. May assist with children's programs.

Responsible for administrative operations pertaining to library materials acquisitions. Submits orders for books, AV materials, and periodicals. Works with vendors to set up accounts, including EDI accounts. Oversees the receiving of all materials system wide and resolves issues associated with order fulfillment. Ensures that all related invoices are submitted to the business office accurately and on time. Tracks materials funds and vendor purchase orders. Oversees processing of materials and orders processing related supplies.

Coordinates the reservation, set up and use of study rooms and meeting rooms within the assigned branch in accordance with related policies and guidelines. Works the public service desk providing assistance with library materials, computers, and informational needs to all ages of patrons. May direct work flow in the absence of supervisory staff due to scheduling or assignment at a small branch library.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

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

Knowledge of purchasing procedures, and familiarity with different publishers.

Knowledge of library research techniques and familiarity with reference tools.

Knowledge of library-related computer databases and other library electronic equipment.

Ability to communicate effectively, both orally and in writing, to adults, teens, and children.

Ability to establish and maintain effective working relationships with colleagues 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.