

CSC Adopted: October 2001 , CSC Revised: April 2006

Class Title: Library Associate I

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Assists with the daily operations of the library. Acts as an assistant to the supervisor. Provides customer service to patrons by developing and delivering age appropriate programs and readers' advisory. Promotes the general use of facilities and assists patrons in the use of collection and computers.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Provides customer service by assisting patrons with basic reference questions, providing assistance with computers and equipment, and recommending reading material.
2	L	Performs administrative duties by preparing statistical reports, responding to correspondence, ordering supplies, opening mail, distributing library materials, replacing damaged materials, and preparing lost book forms.
3	L	Plans and coordinates events by selecting and organizing materials, scheduling speakers and performers, designing posters, distributing promotional materials, and decorating and setting up displays.
4	L	Performs circulation activities by checking materials in and out, reserving material requests, registering new patrons, coordinating interlibrary loans and collecting fees.
5	M	Depending upon area of assignment drives the Bookmobile or other library vehicles; prepares Bookmobile for service delivery including pulling and plugging in power cable and setting up the external awning, maintains vehicle cleanliness.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	One year of experience in library or related services.
Certifications and Other Requirements	Driver's license or Commercial Driver's license depending upon area of assignment.
Reading	Work requires the ability to read reports, journals, books, software instructions, data sheets, memorandums, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, memorandums, evaluations, and press releases.
Managerial	Managerial responsibilities include planning programs and special events, maintaining and compiling output measures, and monitoring library branches in the absence of the supervisor.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Reference desk duties, assisting patrons
Sitting	F	Reference desk duties, record keeping
Walking	F	To/from different areas in library, assisting patrons
Lifting	F	Boxes, books, supplies
Carrying	F	Boxes, books, supplies
Pushing/Pulling	O	Book cart
Reaching	F	For books, materials
Handling	F	Books, videos, supplies
Fine Dexterity	F	Typing, writing, filing
Kneeling	O	Retrieving books, shelving
Crouching	O	Retrieving books, shelving
Crawling	R	Retrieving books, shelving
Bending	F	Retrieving books and materials, shelving, assisting patrons with computers
Twisting	F	Retrieving books and materials, shelving, at workstation from desk to computer
Climbing	O	Step stool, stairs, Bookmobile steps
Balancing	O	On step stool and stairs
Vision	C	Computer monitor, reading, observing patrons
Hearing	C	Communicating with personnel and general public, on telephone
Talking	F	Communicating with personnel and general public, on telephone
Foot Controls	O	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, calculator, cash register, projection equipment, microfilm machine, microfiche machine, telephone, book cart, general office supplies, laminator, computer, scanner, printers, standard Microsoft Windows and Office software, Internet, ILS and print management software, library reference materials, catalogs and databases

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	S
Communicable Diseases	W	Darkness or Poor Lighting	N
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

- (1)
- (2) Public Library

PROTECTIVE EQUIPMENT REQUIRED:

Bloodborne Pathogen Protection and clean up kit/equipment

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)