

**Class Title: Library Associate II**

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages a particular function of library service such as the bookmobile, local history collection, technical services or reference support services. Makes recommendations for collection development. Provides customer service to patrons by providing information, promoting general usage of facilities, and operating all library equipment.

**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2	S	Assists with collection development by reading professional reviews and selected materials, removing outdated books, and making recommendations for new materials.
3	L	Performs administrative duties by preparing and analyzing statistical reports performing outreach, monitoring discretionary spending of a limited budget and delivering programs.
4	L	Plans and coordinates events by selecting and organizing materials, distributing promotional materials, and decorating and setting up displays.
5	L	Plans and coordinates support services for the program area by supervising and training staff, collection development and budget monitoring.
6	M	Depending upon area of assignment assists with driving the Bookmobile or other library vehicles; assists with preparing the Bookmobile for service delivery including pulling and plugging in power cable and setting up the external awning, assists with maintaining vehicle cleanliness.
7	L	Provides quality control over the classification of materials for the system; coordinates work flow and time management for program area; orders and distributes processing supplies for the department and branches.

**CSC Adopted: October 2001 , CSC Revised: April 2006**

**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	Three years of experience in library, research or related services, including supervisory and/or management experience.
Certifications and Other Requirements	Driver's license or Commercial Driver's license depending upon area of assignment.
Reading	Work requires the ability to read policies, procedures, book reviews, professional journals, instructions, and memorandums.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general correspondence, reports, public relation materials, and research requests.
Managerial	Managerial responsibilities include monitoring the bookmobile, planning schedules, and interfacing with City departments and private sectors for support or sponsorship.
Budget Responsibility	May manage or make recommendations for budget expenditures for materials, programs, etc.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives, and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
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. 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, monitoring public area, copy and fax machines, presentations, training
Sitting	F	Reference desk duties, paperwork, computer, meetings
Walking	F	To/from different areas in library, assisting patrons
Lifting	F	Books, boxes, supplies
Carrying	F	Books, boxes, supplies
Pushing/Pulling	O	Book cart
Reaching	F	Shelving, locating materials, electrical outlets
Handling	F	Books, materials, paperwork
Fine Dexterity	F	Computer, writing, filing
Kneeling	O	Shelving books, retrieving books, reaching electrical outlets
Crouching	O	Shelving books, retrieving books
Crawling	R	Shelving, retrieving books
Bending	F	Shelving books, assisting patrons on computers
Twisting	F	Shelving books, at workstation from desk to computer
Climbing	O	Stairs, step stool, Bookmobile steps
Balancing	O	On stairs, step stool
Vision	C	Computer monitor, reading, observing patrons, driving
Hearing	C	Communicating with personnel and general public, presentations, training
Talking	F	Communicating with personnel and general public
Foot Controls	O	Driving
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

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

**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	M
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	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)