

LIBRARY ASSOCIATE II

Position Code: 1920

WC Code: 9101

FLSA Status: Non-Exempt

Pay Grade: 345 (\$29,587 - \$46,273)

Location: Library

Approval Date: 2010

General Statement of Duties

Performs specialized paraprofessional work in multiple functions including acquisitions processing, interlibrary loan and report preparation, and serves in the Director's absence.

Distinguishing Features of the Class

An employee in this class supervises staff in the absence of or when the Division Head is unavailable and is responsible for multiple technical and service areas including processing and cataloging of acquisitions, developing weekly, monthly and yearly reports; and handling interlibrary loans. The employee may serve as the backup administrator for the computer system that involves troubleshooting, problem resolution, and coordinating with vendors as needed. Work requires accuracy, judgment and initiative. Tact and diplomacy is required in dealing with the public. Work is performed under the general supervision of the Library Director and is evaluated through observation, discussions, reports, quality and quantity of services delivered.

Duties and Responsibilities

Acts in the absence of the Division Head in the supervision of all staff; assures appropriate staff coverage and service to patrons; locks up at closing and picks up supplies; assigns work and provides direction and resolves staff and patron problems and handles administrative issues.

Supervises Division staff on daily basis and community service workers as available; assigns staff to various areas and staff within the library; maintains and approves timesheets for all library staff and assists with scheduling; trains and monitors work of staff involved in cataloging.

Serves as the back-up to the Division Head; troubleshoots and resolves problems; assists in the maintenance and operation of equipment such as copier, fax, micro-film reader, printers, laminator, etc.

Handles interlibrary loan requests; creates on-line borrowing requests; identifies and retrieves a bibliographic record; notifies borrower when requested item arrives, retrieves and returns loaned requests materials; responds to requests.

Generates weekly, monthly and quarterly reports for use by the Division Head .

Assists patrons with research and reader selection questions and on use of the computers, including access to the Internet.

May perform functions of Library Assistant approximately 5% of the time as needed for coverage.

Opens and closes library as needed; boots computers and assures proper system operation; starts all equipment.

Performs related tasks as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of books, materials, equipment and resources in area of assignment.

Considerable knowledge of the operation of a modern public library and practices of library science including the classification of books and the national and local library cataloging systems.

Working knowledge of personal computer operation and knowledge of library software and use of the Internet; ability to enter data accurately.

Ability to research and provide reference assistance.

Ability to supervise and train staff, community service workers and volunteers.

Ability to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with supervisors, employees, volunteers, officials and the general public.

Physical Requirements

Must be able to perform the basic life operational skills of climbing, stooping, kneeling, crouching, reaching, standing, pushing, pulling, lifting, fingering, grasping, talking, hearing and repetitive motions.

Must be able to perform light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, to troubleshoot and operate a computer terminal, to read extensively for visual inspection of books and materials at distances close to the eyes, and to use measurement devices.

Minimum Education and Experience

High School Diploma or GED and five to seven years of clerical and library experience; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.