

LIBRARY ASSOCIATE III

Position Code: 1422

WC Code: 8810

FLSA Status: Non-Exempt

Pay Grade: 347 (\$32,620 - \$51,016)

Location: Library

Approval Date: 2010

General Statement of Duties

Performs professional level library service in the management of library cataloging services.

Distinguishing Features of the Class

An employee in this class performs professional library work in the organizing of cataloging services in a library division, as the team leader in that area. Employee must exercise initiative and independent judgment in managing cataloging policies and routines. Employee must exercise considerable tact and courtesy in frequent contact with other library staff. Reports to the Systems Librarian/Assistant Director.

Duties and Responsibilities

On a daily basis, organizes routines and activities related to cataloging and processing new library materials, existing materials needing physical care or removal from the collection, and any required record keeping.

Assists Systems Librarian and other appropriate library staff in the maintenance of the collection database and cataloging system.

Works with the Systems Librarian and other appropriate library staff to monitor and revise policies and procedures regarding the cataloging of materials.

Maintains statistical record regarding adding materials to and removing materials from the library's collections.

Monitors status of supplies for the cataloging area.

Reviews professional journals and catalogs to stay abreast of current materials and trends in public library service.

Participates in the activities of professional library organizations.

Performs other duties as necessary.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of current library policies.

Knowledge and ability to use reference tools for classification, cataloging, and acquisitions.

General knowledge of library systems.

Ability to express oneself effectively and concisely, orally and in writing.

Ability to plan and organize a workgroup within library services.

Ability to establish and maintain effective working relationships with associates, subordinates, community groups, 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 maintain records, read book spines, count money and operate a computer.

Minimum Education and Experience

High School Diploma or GED and seven to nine years of clerical and library experience, including one year of experience in a technical services (cataloging) environment; or an equivalent combination of education and experience.