

LIBRARY ASSOCIATE-OUTLYING BRANCH

(Range 116)

DEFINITION

Performs administrative, supervisory, and public service work in the planning, coordination, and operation of an Outlying Branch Library.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Regional Branch Services Director.

Exercises direct supervision over Library Assistants and other subordinate staff in an Outlying Branch.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Ensures the efficient operation of the Outlying Branch Library.
2. Provides public service at the Circulation Desk to include checking library materials in and out, maintaining patron accounts in the collection of fines and fees, and registering and issuing patron cards.
3. Assists patrons in the use of the Branch collections and other library materials using Library of Congress Classifications.
4. Assists patrons in the use of automated library systems, various indices, reference materials, and equipment.
5. Orders and processes delivery of new books, office supplies, periodicals, and other Outlying Branch acquisitions, maintaining related inventory records, and ensuring appropriate location.
6. Supervises subordinate staff including scheduling, training, disciplining, and completing employee performance evaluations.
7. Directs and prioritizes the work of subordinate staff.
8. Performs shelf checks to ensure continuing physical maintenance and proper location of books, periodicals, and other library materials.
9. Exercises decision making skills.
10. Oversees overall maintenance and repair of Outlying Branch facility.
11. Assigns and performs overall record keeping, report preparation, and filing tasks of the Outlying Branch Library.
12. Plans, organizes, and implements tours of the Outlying Branch Library.

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13. Plans special programs for the promotion of reading and to encourage greater patronage of the Library District.
14. Interprets, develops, and implements Library District, Branch, and Department policies and procedures.
15. Interacts extensively, both in person and over the telephone, with patrons, district-wide staff and management, outside agencies, vendors, and other libraries.
16. Utilizes personal computers, automated library systems, the Internet, e-mail, and on-line tools and resources.
17. Maintains a safe environment for both staff and patrons.
18. Operates library and office equipment including but not limited to: copy machine, telephone, and facsimile machine.
19. Attends or conducts district, branch, and other miscellaneous meetings and training sessions at various meeting sites throughout the district.

Marginal Functions:

1. Participates in committee work when needed.
2. Performs related duties and responsibilities as required

KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of public library methods and practices as they pertain to the Outlying Library.

Knowledge of the Library Congress Classification System.

Knowledge of basic research techniques.

Knowledge of the sources and availability of current information.

Knowledge of automated library systems, on-line tools and resources, and the Internet.

Knowledge of effective supervisory techniques and practices.

Knowledge of Library District and Outlying Branch policies and procedures.

Knowledge of Library District terminology and functions.

Knowledge of correct English usage, spelling, punctuation, and grammar.

Knowledge of library clerical methods and practices.

Knowledge of record keeping principles and methods.

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Knowledge of filing practices and procedure.

Knowledge of basic accounting principles and methods.

Ability to serve customers with patience, tact, and courtesy.

Ability to maintain effective working relationships with those contacted during the course of work.

Ability to interpret and apply Library District and Outlying Branch policies and procedures.

Ability to exercise good judgment and make sound decisions.

Ability to work both independently in supervisor=s absence.

Ability to understand and follow oral and written instructions.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to understand and follow both written and oral instructions.

Ability to accept and manage change and maintain flexibility.

Ability to perform multiple tasks concurrently.

Ability to work quickly and accurately.

Ability to perform basic arithmetic calculations.

Ability to maintain the mental capacity for interaction and communication with others.

Ability to maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:

- standing, walking, or sitting for extended periods of time;
- bending, reaching, stooping, and pushing;
- lifting and carrying;
- operating assigned equipment.

Ability to maintain effective auditory and visual perception needed for:

- making observations;
- communicating with others;
- reading and writing;
- operating assigned equipment.

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Skill in the use of automated library systems.

Skill in the use of library and general office equipment.

Skill in the use of personal computers and associated software.

QUALIFICATIONS

A. Training and Experience:

Bachelor's Degree required; computer experience required; two (2) years of library experience or public contact experience required; or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

B. Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for frequent standing and walking, frequent lifting and carrying objects of light weight (5 - 10 pounds) and lifting and carrying objects of moderate weight (12 - 20 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require sound perception, visual perception, and oral communications ability.

C. Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

JOB CODE: 1195

**FLSA: NON-EXEMPT
CBA: SUPERVISOR I**

**DEVELOPED: JULY 1, 1995
REVISED: APRIL 10, 1998
JUNE 10, 1998**