

SR. LIBRARY ASSOCIATE-OUTLYING BRANCH

(Range 119)

DEFINITION

Performs administrative, supervisory, and public service work in the planning, coordination, and operation of a more complex 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.
13. Plans special programs for the promotion of reading and to encourage greater patronage of the Library District.

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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:

1. Public library methods and practices as they pertain to the Outlying Library.
2. The Library Congress Classification System.
3. Basic research techniques.
4. Sources and availability of current information.
5. Automated library systems, on-line tools and resources, and the Internet.
6. Effective supervisory techniques and practices.
7. Library District and Outlying Branch policies and procedures.
8. Library District terminology and functions.
9. Correct English usage, spelling, punctuation, and grammar.
10. Library clerical methods and practices.
11. Record keeping principles and methods.
12. Filing practices and procedure.
13. Basic accounting principles and methods.

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Ability to:

1. Serve customers with patience, tact, and courtesy.
2. Maintain effective working relationships with those contacted during the course of work.
3. Interpret and apply Library District and Outlying Branch policies and procedures.
4. Exercise good judgment and make sound decisions.
5. Work both independently in supervisor=s absence.
6. Understand and follow oral and written instructions.
7. Communicate clearly and concisely, both orally and in writing.
8. Understand and follow both written and oral instructions.
9. Accept and manage change and maintain flexibility.
10. Perform multiple tasks concurrently.
11. Work quickly and accurately.
12. Perform basic arithmetic calculations.
13. Maintain the mental capacity for interaction and communication with others.
14. 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.
15. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

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1. Use of automated library systems.
2. Use of library and general office equipment.
3. Use of personal computers and associated software.

QUALIFICATIONS

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.

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.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

FLSA: NON-EXEMPT

CBA: SUPERVISOR I

DEVELOPED: April 10, 2012