

LIBRARY ASSOCIATE

JOB DESCRIPTION

Classification Responsibilities: A Library Associate performs journey-level paraprofessional library work in a specialized functional area of the Library, such as technical services and public services. Library Associate must have good technical knowledge of a variety of different library tools and reference sources, as well as books, authors, and other publications. Specific duties include: cataloging materials; importing and reviewing cataloged records; maintaining the library catalog; communicating with vendors and the public; and may have lead worker responsibilities. In addition, a Library Associate must apply considerable technical knowledge of library procedures, policies, and materials. This class performs related duties as required.

Distinguishing Features: The Library Associate is distinguished from the higher level Librarian I class by the requirement to have specific decisions approved such as cataloging special collections, and performing a larger percentage of lower level and clerical tasks. The Library Associate is distinguished from the next lower level of Library Assistant by the applied knowledge of the Library Associate. Night and weekend work may be required. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to two years of college-level work in Liberal Arts, Library Science, or a related field. Considerable (3 - 5 years) library/technical experience.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. None.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge, and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Public Service Assignments

Communication: Communicates with the general public, other City employees, management, public officials, representatives of historical groups, and other municipality representatives in order to: resolve problems, answer questions, transmit information, and discuss options for handling Mesa Room materials. Questions patrons directly and on the telephone in order to obtain information upon which to base recommendations concerning selection of archival document, historical, and other Mesa materials. Prepares written documents such as mini-histories with clearly organized thoughts and using the proper

sentence structure, punctuation, and grammar in order to record historical events. Prepares and presents information regarding the Mesa Room in order to encourage new and continued patronage.

Manual/Physical: Prepares schedules to ensure volunteer coverage where needed. Sorts and files magazines, maps, and vertical file material. Coordinates activities for the Mesa Room by opening and closing the area and scheduling tours and appointments. Performs physical inventories of books and magazines. Moves boxes (weighing up to 30 pounds) and book trucks (weighing up to 130 pounds) to distribute material to appropriate locations. Retrieves and refiles books and documents. Meets scheduling and attendance requirements.

Mental: Directs and coordinates the work of volunteers. Conducts research for mini-histories. Assists in preparing the budget for the Mesa Room. Provides research support and organization for the Mesa Room. Comprehends and makes inferences from written material to plan work and assist patrons. Determines subject headings for clipping and pamphlet files. Indexes magazines, books, and pamphlets.

Technical Service Assignments

Communication: Communicates with other City employees, library sections, and vendors in order to: resolve problems, answer questions, transmit information, discuss options for handling library and Mesa Room materials, monitor day-to-day operations, resolve database problems, coordinate management of serials and periodicals, and conduct business with vendors. Prepares written documents to communicate information and procedures and resolve subscription problems with vendors.

Manual/Physical: Reviews the serial system data input, invoices, and renewals to ensure compliance with standard operating procedures. Monitors and evaluates serial and periodical records, renewals, orders, and invoices to determine compliance with prescribed operating standards. Operates a variety of standard office equipment to accomplish work. Enters data into a personal computer (PC) or the library's computer databases in order to maintain serial and periodical subscription information. Checks periodicals and serials into the library's computer system in order to facilitate public access. Sorts and distributes incoming reference materials and payments. Moves boxes (weighing up to 30 pounds) and book trucks (weighing up to 130 pounds) to distribute material to appropriate locations. Meets scheduling and attendance requirements.

Mental: Resolves procedural, operational, and other work-related problems. Coordinates serials and documents work with other Library sections. Analyzes data such as subscriptions experience, publisher and supplier service and costs, and the serials system to ensure uninterrupted service, cost containment, and efficient and standardized use of the serials system. Performs cost analysis to examine renewal and subscription expenditure pricing and increases, and evaluates and discusses with subject specialists and a supervisor. Comprehends and makes inferences from written material to create and maintain database records and evaluate vendor products and service. Learns purchasing procedures and related computer systems. Learns job-related materials through on-the-job training.

Knowledge and Abilities: *(Common to all assignments)*

Knowledge of:

library functions, procedures, terminology, and the responsibilities of the area to which assigned;
standard bibliographic sources and bibliographic form;
computerized cataloging, bibliographical, and circulation system databases;
verification tools such as Title Source II, Books in Print, and indexes;
the content of the materials in the collection to which assigned; and
principles of employee training.

Ability to:

maintain concentration on detailed information over an extended period of time;
remain calm and efficient under pressure while at a public service counter or reference desk; and
plan, organize, and perform work assignments with initiative and judgment.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 11/24

TC/js/ah

CS4084.DOCX (Full-time)

CS3837 (Part-time)

EEO-Para

JOB FCTN-OFF

INCREMENTS 62-200

PAY GRADE: 44

PAY GRADE: 44

IND-9101

SWORN-No