

CITY OF HEMET

LIBRARY ASSOCIATE I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, learns to perform and performs a wide variety of technical and para-professional level library support services; participates in activities of a specialized library function, such as acquisitions, book selection, cataloging, collection assessment, circulation, interlibrary loan, patron assistance, reference, technical services, or a combination of these functions; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Library Associate I

The **Library Associate I** is the entry level para-professional class in the Library Department in which incumbents are expected to independently perform the full scope of assigned library support duties. This class is distinguished from the next higher classification of Library Associate II in that the latter is responsible for the performance of the more complex technical and para-professional duties, including heading the Interlibrary Loan and Interlibrary Reference Departments. This classification is alternatively staffed with Library Associate II, and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Library Associate II

The **Library Associate II** is the full journey level para-professional class in which incumbents are expected to independently perform the full scope of assigned library support duties. This class is distinguished from the next higher classification of Senior Librarian in that the latter performs teen and adult collection development, collection assessment, oversees several volunteer programs, is assigned to the reference desk and is required to have a MLS degree.

SUPERVISION RECEIVED/EXERCISED:

Library Associate I

Receives general supervision from the Assistant Library Director and/or the Library Director. Exercises technical and functional supervision over assigned library staff.

Library Associate II

Receives general supervision from the Library Director and/or the Assistant Library Director. Exercises technical and functional supervision over assigned library staff.

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ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Coordinates, supervises, and performs a wide variety of technical and para-professional level library support services related to acquisitions, book selection, cataloging, collection assessment, circulation, interlibrary loan, patron assistance, reference, and technical services.
- Oversees the Interlibrary Loan and Interlibrary Reference Departments; seeks and obtains books and other materials, that are not at the City of Hemet Library, from various outside sources; serves as reference liaison from Hemet Public Library to the Inland Library System Reference Center.
- Performs reference desk duties on a rotating basis at the direction of the Assistant Library Director.
- Assists patrons with the more difficult questions on the use of the public access catalog and library equipment; responds to reference questions requiring knowledge of library collection, reference books and materials; utilizes a variety of databases, including the Internet, reference collection, Dynix, and Infotrak to locate answers to questions and information needed by patrons; explains basic library procedures and practices.
- Assists with use of both the Internet and the word processors as needed by patrons; enforces policies and time regulations on these computer terminals; teaches patrons how to use WEBPAC, the library's public access catalog.
- Participates in the selection and training of library personnel, particularly volunteers; provides necessary training; depending on assignment, provides functional supervision of other staff, volunteers and the building in the absence of management personnel.
- Covers for staff at the circulation desk; checks items in and out on an emergency basis; collects fines and fees; takes reserves; pulls newspapers microfilm, and microfiche as needed and provides assistance with various machines; rotates through reference desk as assigned by the Assistant Library Director.
- Assists with the updating and maintenance of the Library's collection; compiles lists of library materials according to subject or interests; searches for and locates information on a requested topic; reviews para-professional literature regularly and offers suggestions for possible book purchases, both specific titles and subject areas; analyzes and assesses various sections of the Library collection as assigned by the Library Director; weeds materials and offer suggestions of ways to upgrade and improve these materials.
- Makes budgetary recommendations for various library sections and services; gathers information as requested by the Library Director.
- Receives and reviews requests for materials from sources outside the City library system; locates and requests materials through various standardized procedures.
- Promotes library services and resources through the use of exhibits, tours, outreach and the media; prepares informational handouts for public distribution.
- Writes a variety of reports; assists with preparation and research for possible library grants; writes reports and summaries of research as assigned by the Library Director; compiles data and prepares

summary reports.

- In absence of other library staff, prepares and presents story times for children of all ages, records and prepares payroll information for the Library Department.
- Operates a variety of computer systems related to library services and record keeping; troubleshoots and repairs minor technical problems on Internet computer terminals.
- Addresses and responds to service questions, inquiries and complaints; establishes and maintains a customer service orientation within the Department; responds to in-person and phone requests for library materials, services and information; provides reference services to staff and the public.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper, documents, and book carts weighing more than 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Library Associate I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Library Associate I

An associate of arts degree in library and information science, or a related field, and two years of responsible general library experience.

Library Associate II

A bachelor's degree in library science and four years of responsible library experience, two of which at the Library Associate I level.

License/Certificate:

None required.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Principles and practices of library routines, procedures and services; principles and practices of acquisition, book selection, cataloging, collection assessment, circulation, interlibrary loan, patron assistance, reference, and technical services; methods of providing services and information; library equipment; search procedures; specialized library software; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Perform a wide variety of technical and para-professional-level library support services with limited direct supervision; deal effectively and patiently with the public; work with other library staff and large numbers of volunteers; analyze the Library collection, evaluate professional reviews; make suggestions for possible items for purchase; alphabetize and numerically sort materials; maintain records and files; prepare reports; operate a computer terminal; tabulate and compile report information; apply and explain library policies, procedures, and systems; perform mathematical calculation; make sound decisions within established guidelines; research and utilize reference systems; maintain confidentiality of sensitive information; plan, organize, train, evaluate and direct work of assigned staff; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.