

CLASS SPECIFICATION FOR
Library Associate

GENERAL STATEMENT OF DUTIES: Performs routine duties relating to library circulation services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class assists library patrons at area and branch libraries' circulation desks, performing the more routine duties such as checking books in and out, collecting money for fines, shelving books and reading shelves to maintain the proper order of books. The incumbent demonstrates good customer service skills and the ability to use a computer terminal and on-line library circulation computer system. Work is performed under the close supervision of a librarian or library assistant, who is available to answer questions.

EXAMPLES OF WORK (illustrative only):

- Charges and discharges library materials using on-line circulation system;
- Checks on-line files to ensure that patrons' library cards are valid;
- Opens and closes circulation desk;
- Arranges materials for reshelving ease;
- Places material back on shelves in proper order;
- Calculates and collects monies for fees due from library patrons, using a cash register;
- Enters patrons' fine payments on computer fine records;
- Searches for reserved materials;
- Checks books to determine need for repair or rebinding;
- Cleans sound recordings and audio and videotapes;
- Puts bar code labels on materials to prepare them for circulation;
- Sets up book carts for shelving;
- Locates/sort/shelves/shifts books and all other library materials;
- Assists the public as needed in operation of photocopier, microfilm and fiche copiers;
- Keeps holdings neat, correctly filed and up to date in periodical room;
- May assist in preparing and setting up rooms, tables and chairs for meetings;
- Folds and staples newsletters, flyers, brochures and pamphlets;
- Answers routine questions on library policy on the phone and at the desk and refers callers and patrons to proper sources of information and assistance;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Ability to understand and to carry out oral and written directions accurately; ability to file alphabetically and numerically; familiarity with and ability to use a computer terminal; knowledge of and some skill in data entry on a computer terminal; ability to communicate effectively with patrons and co-workers; ability to calculate sums due for fines on overdue materials; ability to operate a cash register accurately; ability to operate a business phone; good customer service skills; physical condition that will permit/allow for pushing a heavy book cart, using a step stool and lifting and standing for extended periods.

MINIMUM EDUCATION AND EXPERIENCE: Completion of the tenth grade (graduation from high school is preferred); OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.