

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Library Associate II
Department: Library
Revised : October 2011

Class : Paraprofessional
FLSA : Non-exempt

This job description supersedes any prior description for the Library Associate II classification.

GENERAL DESCRIPTION

Paraprofessional supervisory work involving the operation of the Circulation Services area of the Rowan Public Library. Work is performed under the supervision of a Librarian, who reviews work through regular observations, periodic conferences, and analysis of work performed.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Manages the routine operation of the Circulation Services desk on a daily basis; schedules personnel to ensure smooth operation; supervises the daily maintenance of the facility.

Assists the Librarian with interviewing, hiring, training, and evaluation of staff.

Balances cash drawers.

Provides personal assistance to users in pursuit of information including assistance with the use of public computers, copiers, and equipment.

Makes suggestions in the development of the library's collection.

Performs circulation services tasks including checking materials in and out, handling reserves, re-shelving returned material, maintaining collection in proper order, displaying materials, and retrieving specifically requested materials.

Prepares bills and correspondences to delinquent patrons; prepares and submits collections reports to management.

Resolves daily circulation services problems and customer complaints.

Orders supplies needed for daily operations.

Maintains a variety of departmental records, forms, reports, logs, and files.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of departmental policies, procedures, and practices.

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Basic knowledge of reference tools and the ability to assist users in pursuit of information.

Ability to gather and give basic information and instructions regarding the operation and use of the library.

Ability to train and supervise personnel.

Ability to analyze and resolve problem situations.

Ability to type with accuracy and to operate a computer terminal.

Ability to operate audio visual equipment including tape recorders, movie projectors, slide projectors, tape equipment, etc.

Ability to communicate effectively, orally and in writing.

Ability to establish, maintain, and foster effective working relationships with the public and fellow employees.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include standing for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse environmental conditions or hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university in Liberal Arts, Business Administration, or related field and two years of experience working in a library or public service setting; or equivalent combination of education and experience.

**This job description does not create an employment contract,
implied or otherwise.**