

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Library Associate I
Department: Library
Revised : January 2013

Class : Paraprofessional
FLSA : Non-exempt

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

GENERAL DESCRIPTION

Paraprofessional work in a specialized unit of the main library and/or one of the library's branches. Work is performed under the general supervision of a Librarian or Library Associate II, 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.)

Re-shelves returned materials and maintains collection in proper order; displays materials, and retrieves specifically requested materials.

Provides personal assistance to users in pursuit of information.

Assists in development of an assigned collection area.

Processes incoming periodicals and publications.

Provides directional and other basic information regarding the use of library facilities, services, and collections; assists in the operation of the Library's Bookmobile.

Provides supervision to Pages and Library Assistants in the absence of a Librarian.

Maintains and/or processes 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

General knowledge of library practices and procedures; considerable knowledge of arithmetic and its uses in general office work; ability to compile information with general instructions; ability to alphabetize.

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

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

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

Ability to operate a motor vehicle in a safe, efficient manner.

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

Ability to communicate effectively, both orally and in writing.

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

PHYSICAL REQUIREMENTS

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/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to 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 one year of experience working in a library or public service setting. A valid driver's license may be required dependent upon the specific job responsibilities of the position.

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