

COUNTY OF SOLANO

LIBRARY ASSOCIATE

Est. 10/03

DEFINITION

Under general supervision from management and professional staff, performs paraprofessional duties following established procedures and involving a variety of library support services; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a journey level, paraprofessional class responsible for performing a variety of paraprofessional library duties. Assignment can be made to 1) reference and reader's advisory services; 2) collection development; 3) adult and youth services and 4) acquisitions and copy cataloging of library materials. This class is distinguished from Librarian in that the latter is the fully qualified professional level in the Librarian series. It is further distinguished from the Library Assistant series in that incumbents in that series perform specialized clerical and technical work.

EXAMPLES OF DUTIES

Depending on the assignment, duties may include but not be limited to the following:

1. Provides public service reference in person, by telephone, fax and electronically; if necessary, refers questions to reference librarian; uses information sources including online databases, print and media sources to answer questions and to locate information; refers situational or unusual questions or problems to appropriate supervisory or professional staff.
2. Trains the public to use and understand information and technology resources.
3. Prepares and places orders for library materials including books, periodicals, standing orders, media and alternate format materials.
4. Assists librarians in selecting, weeding and replacing materials in the collection.
5. Assists librarians in preparing programming activities; presents programs and tours that are of interest to children, youth and adults.

6. Provides copy cataloging and classification for library materials in all formats; upgrades and edits existing catalog records; downloads bibliographic and authority records into the integrated library system.
7. Compiles or contributes to booklists, bibliographies, webliographies, pathfinders and other informational handouts.
8. May train, supervise and evaluate the work of clerical staff; may train and supervise volunteers.
9. Assists in preparation of, and may provide training to, all levels of staff.
10. May oversee assigned library facility and/or staff in the absence of a supervisor or in other special circumstances.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

Possession of a Bachelor's Degree from an accredited college or university, preferably in humanities, social science, education or natural science

and

One year full-time or its equivalent experience performing the duties of a Library Associate or equivalent class.

KNOWLEDGE/ABILITIES

Working knowledge of general library methods and procedures; library materials and services available to community library patrons; research methods; organizational methods and techniques; computer systems; principles and practices of training; modern office methods, procedures and equipment; and public contact techniques.

Working knowledge of basic supervisory practices and principles may be required depending on area of assignment.

Ability to perform routine reference work and assist customers in the use of library resources; plan, organize and conduct programs and training sessions; prepare and maintain complete and accurate reports and records; understand and follow oral and written instructions; use book and other selection materials effectively; use a computer; work a flexible schedule; work under pressure and meet short deadlines; assist customers with a wide variety of library needs; communicate effectively both verbally and in writing; exercise tact and diplomacy; establish and maintain cooperative working relationships.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

Willingness to work evenings, Saturdays and Sundays at any library branch or division, as assigned.



Department Head

10/2/03

Date

Est. 9/03

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