
Functional Title:	Library Associate	Job Code:	0017-CS600
Classification Series:	Library Support	Band/Zone:	H1
Department:	University Libraries	FLSA:	Non exempt
Date:	October 2008, revised		

General Function:

Performs advanced administrative tasks related to supervising the operations of a Library division.

Characteristic Duties and Responsibilities – Essential Functions:

- 1) Oversees and reviews operations of unit; sets priorities and goals; ensures smooth work flow; enforces policies and procedures; ensures work product meets professional standards.
- 2) Serves as informational resource to staff; investigates and resolves problems or difficulties related to area of expertise.
- 3) Assists Library patrons; answers inquiries and provides information.
- 4) Oversees staff, schedules and assigns tasks; monitors and evaluates performance.
- 5) Prepares various reports regarding operations.
- 6) May maintain inventory of supplies; may reorder as necessary.

Reporting Relationships:

Direction Received: Reports to Library Dean, Director, Head Librarian or Librarian in charge of Library unit (i.e. Music Librarian, Art Librarian, Head of Technical Services, etc.).

Direction Given: Direct supervision of classified staff (Library Assistant, Sr. Library Assistant, Library Technician, and Sr. Library Technician), and student staff including graduate assistants.

Minimum Requirements:

Requires the equivalent of an Associate's degree and three years library experience, or an equivalent combination of education and experience.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of library policies and procedures; strong knowledge of subject matter covered by Library Department; knowledge of computer and library related software; supervisory skills.

Working Conditions:

Periodic assignments given which entail dealing with modestly unpleasant physical situations.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular positions. Employees may be requested to perform job-related tasks other than those specifically presented in this description. For jobs occupied by more than one employee, the identification of non-essential functions shall be determined from the individual's position description.