COUNTY OF SOLANO

LIBRARY ASSOCIATE, ENTRY

Est. 10/03

DEFINITION

Under general supervision from management and professional staff, becomes familiar with Library practices and develops skill at performing paraprofessional duties following established procedures and involving a variety of library support services; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class provides entry into the paraprofessional Library Associate series. Incumbents learn library operations, procedures and policy and gain public reference and materials selection experience. 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 Library Associate in that the latter is the fully qualified journey level in the Library Associate 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. Learns to provide 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. Learns to prepare and place 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. Learns to provide 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.

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.

KNOWLEDGE/ABILITIES

Working knowledge of 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 a 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.

_____   _10/2/03_____
Department Head   Date

Est. 9/03
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