ASSOCIATE LIBRARIAN

DEFINITION
Under general supervision, provides materials, resources and programs within a division of the Library to the general public, and participates and supervises work activities of assigned staff.

ESSENTIAL FUNCTIONS
This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Assists in the selection, ordering and cataloging books, periodicals, government documents and other materials;
- Examines and selects materials to be withdrawn, discarded, outdated, repaired and replaced;
- Assists patrons/public in selection and location of books and materials;
- Develops and conducts programs as orientations, projects and learning sessions for the public;
- Provides reference service to assist public with questions, advise readers, provide instruction and monitor the use of the catalog system, on-line service, and public access of computers;
- Researches requests for information by users.
- Edits and proofreads print materials produced by the Library;
- Attends and participates in meetings, workshops, conferences and programs;
- Prepares and completes statistical reports;
- Creates and designs bibliographies, flyers and brochures for distribution;
- Supports, implements and enforces Division policies and procedures.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of City and Department policies and procedures, community resources, quality customer service techniques and concepts, and supervisory principles and concepts;
- Skilled in working within deadlines to complete projects, developing and implementing library programs and services, in establishing and maintaining productive working relationships;
- Ability to resolve and/or address issues from the public and perform essential duties with little supervision, effectively communicate verbally and in writing, and to speak English and a second language is highly desirable
- Proficient in the use of a personal computer and software include MS Office and other industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 50 pounds. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
A Masters degree in Library & Information Sciences or related field, AND three (3) years’ experience working in a library environment.