

Title: Library Associate
PG: 33
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Parks and Recreation

Class Code: 5008
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is paraprofessional/professional work which involves some supervisory tasks as well as service to the public. Work is performed under general supervision and is reviewed for performance.

ESSENTIAL FUNCTIONS:

1. Provides excellent customer service to library users on the phone and in person.
2. Schedules, supervises, in the absence of unit head.
3. Works with the public at the circulation desk: checking in, checking out, taking new library card applications, dealing with overdue transactions.
4. Prepares unit communications as directed.
5. Participates in interviews and helps select new employees.
6. Provides computer support training to public as needed.
7. Provides reference and reader's advisory service to patrons in-house and on the telephone.
8. Assists patrons in library through tours and instruction in use of computer catalog indexes, etc., and in preparation of book displays and bibliographies.
9. Participates in collection development by selecting titles from standard review sources and weeding in specific areas.
10. Helps manage the Federal Depository collection, including the receipt of documents and the withdrawal of documents according to the Superintendent of Documents requirements (Reference positions only).
11. Serves as consultant to the library staff on all matters relating to the Library's Selective Federal Depository collection (Reference positions only).
12. Serves as person in charge of facility as directed.

ADDITIONAL RESPONSIBILITIES:

1. Counts revenue and prepares daily receipts for processing.
2. Performs Reader's Advisory activities, including selecting new books, filling patron requests, and preparing book displays.
3. Prepares monthly and annual reports.
4. Provides statistical reports as requested.
5. Performs desk top publishing and word processing as needed.
6. Represents the Library at professional and government documents workshops, meetings, and conferences.
7. Performs related work as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of computerized library applications and keyboard skills.
2. Knowledge of books and popular reading trends.
3. Knowledge of informational sources needed to answer reference questions.
4. Knowledge of current trends and practices affecting public library service and service using government documents.
5. Ability to interact with the public in efficient and courteous manner.
6. Ability to take written and oral instruction.
7. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form.
8. Ability to interpret, communicate, and facilitate information, goals, concerns, directives, etc. to subordinates and general public.

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9. Ability to identify strengths and weaknesses of subordinate's knowledge and skills and delegate and train appropriately.
10. Ability to select books for the general collection in subject areas assigned based on academic training, knowledge, and interests.
11. Ability to interpret and apply GPO requirements for the management of the Library's Selective Federal Deposit Collection (Reference only).
12. Ability to establish and maintain effective working relationships with fellow staff members, others in library and government documents collections field at the local, regional, state, and national levels, and City of Lakeland staff

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university.
2. One (1) year of experience in office or library work.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.