

<p><i>Code:</i> 6105 <i>Title:</i> LIBRARY ASSOCIATE</p>
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SUMMARY: Assists the Librarian in developing and implementing programs and services and in maintaining the collection.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Provides general administrative services for the Library Department;
Performs work at a service desk providing information in support of professional Library staff;
Assists Librarians in collection maintenance and material selection by researching current holdings and bibliographic information;
Coordinates and participates in the provision of internal services such as accounting, payroll, personnel issues, management information services, and purchasing;
Supervises circulation desk activities by preparing reports, maintaining records, managing supply and equipment inventories, processing inter-library loan requests, resolving invoice/receipt discrepancies, and processing money transactions;
Creates and maintains databases using automated information systems to monitor and track information and compiles, edits, and summarizes data to produce reports;
Instructs the public in the use of online catalogs and databases;
Assists in preparing and presenting children's programs by preparing and selecting reading materials;
Assists County personnel and outside agencies to coordinate programs and projects and monitors activities;
Researches and analyzes data and prepares reports, recommendations, memoranda, letters, and various documents;
May supervise the Library staff.

KNOWLEDGE & SKILLS:

Knowledge of:

- Library principles, practices, methods, and materials;
- customer service techniques;
- basic library reference resources;
- the principles and practices of public administration;
- project/program coordination and implementation;
- the applications of automated information systems;
- research/analysis methods and report writing;
- basic accounting, purchasing, and financial record keeping principles and practices;
- public relations/public speaking/meeting facilitation.

Skill in:

- coordinating and prioritizing multiple tasks, projects, and program activities;
- the use of automated information systems to develop and maintain databases, spreadsheets, and word processing programs;
- analyzing and evaluating information and processes and making recommendations;
- researching and compiling information and writing reports;
- communicating effectively both orally and in writing;
- organizing, coordinating, and facilitating meetings and events;
- interpreting reports, policies, procedures, correspondence, and manuals.

MINIMUM QUALIFICATIONS: EITHER:

A Bachelor's degree from an accredited college or university.

OR:

Former employees of the City of Tucson who transferred to Pima County as a Library Associate.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation.

Special Notice Items: Some positions may require bi-lingual abilities, in English and a second-language, as determined by the Appointing Authority.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

03/01/06(kfteam)
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