Title: Library Associate 2

Pay Scale Group: 62

Essential Function

Under general direction, perform advanced level library support activities, which require a comprehensive knowledge of bibliographic principles, and library procedures, policies and tools. Interpret policies and procedures on a routine basis, and make exceptions when necessary. Provide either advanced level of public or technical services. In addition, must assist with management of a unit or manage a unit with no supervisory duties.

Characteristic Duties

1. Provide advanced level of public service to library patrons.
   - Participate in bibliographic instruction programs (e.g., conduct specialized tours of the collection, develop bibliographies, verify website links).
   - Assist with the development of documentation and instruction modules.
   - Teach courses using prepared course outlines and materials.
   - Answer complex reference questions.
   - Utilize and demonstrate discipline specific databases which require an in-depth knowledge of the subject area and exercise considerable judgment in developing appropriate search strategies.

Provide advanced level of technical service relative to library operations and materials.
   - Resolve problems with vendors regarding duplicate shipments, unfilled orders, licensure, unordered materials, complex claims and invoicing.
   - Perform copy cataloging that requires addition of call number, subject headings, and notes.
   - Review and approve deletion of records.
   - Resolve complex serials problems: title changes and mergers, numbering problems, ceased or inactive titles change in format.
   - Provide non-routine authority verification.
   - Install databases (e.g., CD/ROMs; tapes).

2. Provide managerial and/or supervisory support to the department. Assist with the management of a unit and may supervise, OR manage a unit, with no supervisory duties.
   - Assist in the development and implementation of new operating policies and procedures.
   - Coordinate the staffing for the unit and for projects.
   - Analyze statistics and work projections to determine appropriate staffing needs.
   - Set workflow projections; coordinate volume and workflow with other units.
   - Serve as lead worker. Evaluate the work of non-professional staff for accuracy and completeness.
   - Instruct within one's department or members of other departments.
   - Create training/procedural documentation.
   - Establish and administer the collection of statistics and the maintenance of records.
   - Create and write monthly and annual reports.
   - Identify benchmarks for quality control (e.g., error rate, service standard, production rate).
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- May supervise subordinate non-professional library employees.*
- Assist with budget preparation by gathering data and information. Maintain budget records and accounts, audit, monitor and approve limited expenditures.
- Perform departmental personnel functions (e.g., process forms, maintain employee and department personnel files, coordinate departmental recruitment process, prepare and process payroll).

Unusual Working Conditions

- N/A

Minimum Qualifications

- Bachelor’s degree or equivalent. At least three years of library work experience in a computer-based environment or nine graduate level credit hours in Library Science and at least two years library work experience in a computer-based environment. Ability to enter and retrieve data from a computer. Some positions may require at least one year of supervisory experience and/or the knowledge of a foreign language.

- In order to perform the essential duties, some positions may require the ability to stoop and bend, lift materials weighing up to 40 lbs., ability to move loaded book trucks weighing up to 100 lbs.

*Responsibilities at this level preclude membership in the 1199 bargaining unit.

Last updated: May 1998

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