



LIBRARY ASSOCIATE
FLSA: Non-Exempt
Grade 20 \$36,220.04 - \$57,952.07

GENERAL DEFINITION

This employee performs work of a technical nature as a library pre-professional. Position is responsible for providing training, guidance, and assistance to Library Assistants engaged in circulation tasks for the library. Work is customer service oriented in nature and requires considerable courtesy and professionalism in addressing and responding to patron needs in the field of library science. Work is performed under the supervision of a Librarian, the Assistant Library Director and/or the Library Director.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Provides training, guidance, and assistance to volunteers and library staff in policies and procedures of the circulation desk.
- Establishes work schedules for circulation staff and volunteers to ensure adequate coverage of all circulation functions during operating hours.
- Assists library patrons with accessing materials, e.g., leisure reading, periodicals, reference materials, audio/visual resources.
- Assists library patrons in checking in and out library materials.
- Orients patrons with library services, resource locations, and the City's library policies and procedures.
- Provides patrons with general assistance regarding access to and use of library services and technologies.
- Receives requests, concerns, and inquiries from patrons; resolves personally or directs to appropriate entity.
- Shelves, re-shelves, and organizes materials, periodicals, audio/visual resources, and other library resources according to established policies and procedures.

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- Performs administrative support functions to support efficient operations, e.g., filing and records management, copying materials, issuance of library cards.
- Maintains responsibility for the daily accounting and close-out of all cash receipts.
- May assist a Librarian with various special projects.
- Requires regular attendance to scheduled work shifts.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of library operations, policies, and procedures.
- Familiarity with standard office technologies, e.g., personal computers, word processors, the Internet.
- Ability to work independently with limited 6
- Ability to guide, train, supervise and evaluate the performance of library staff.
- Ability to establish and maintain effective working relationships with coworkers, management, patrons, and other external entities in a courteous and professional manner.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The ability to stand, sit, walk, talk and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Walk up or down stairwells, ladders or steps.
- The employee must frequently lift and/or move up to 35 pounds.
- Vision ability includes close and peripheral vision and depth perception.
- Oral communication ability.

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MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree, with 1-year experience in library patron services operations. Associate's degree and 3 years experience may substitute for the desired Bachelor's degree; or an equivalent combination of education, training, and experience.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date