

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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<b>CLASS TITLE:</b>	<b>LIBRARY ASSOCIATE</b>	<b>CLASS CODE:</b>	<b>80370</b>
<b>DEPARTMENT:</b>	<b>LIBRARY</b>	<b>FLSA STATUS:</b>	<b>N</b>
<b>REPORTS TO:</b>	<b>ASSISTANT COUNTY LIBRARIAN or COUNTY LIBRARIAN</b>	<b>DATE:</b>	<b>06/06</b>
<b>CIVIL SERVICE:</b>	<b>YES</b>	<b>BARGAINING UNIT:</b>	<b>SEIU</b>

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**JOB SUMMARY:**

Under general direction from management and professional staff, provides library services to rural areas of the County; oversees the operations of a satellite branch or bookmobile, including collection development and providing reference services. Incumbent plans and implements library services and assists patrons in accessing library services; maintains and updates collection and maintains financial records.

**DISTINGUISHING FEATURES:**

This class is distinguished from the Library Technician and Senior Library Technician by the responsibility and oversight of a satellite branch of the library system or bookmobile by the Associate. This class is distinguished from the professional Librarian series by its lack of Master's Degree in Library Science and performance of professional librarian duties.

**SUPERVISION EXERCISED:**

May exercise supervision or function as a lead worker. May provide training to other staff and volunteers.

**EXAMPLES OF DUTIES:** *Depending upon assignment, duties may include but are not limited to the following.*

- Oversee the operations of a satellite branch or bookmobile; prepare, monitor and implement the operating budget; plan programming and schedule, read book reviews and journals, select titles and purchase for the collection, weed collection as appropriate. Utilize computer cataloguing system to add new books to the collection.
- Carry out lead worker or supervisory responsibilities including: training in job skills, assigning and directing work, making recommendations regarding or conducting performance appraisals, and reporting problems to supervisor.
- Assist patrons by checking library materials in and out; answer reference questions, referring complex routine reference questions to a Librarian, assist in locating materials; recommend titles when appropriate. Answer patron's questions about library policies and services. Collect data from patrons to create library cards; enter data into computer; update information when necessary. Utilize computerized cataloguing system to research patron requests and place holds on library materials. Maintain records of book circulation, reference questions and hours at each stop.
- Serve on Library Director's administrative team; attend branch head meetings, make recommendations for changes to library policies and procedures.
- Attend meetings with Book Review committees; Technical Advisory Committee; coordinate and attend meeting with Friends groups.
- Coordinate and participate the promotion of the library services through public relations, publicity, endorsement of library events, marketing, community awareness drives, fundraising and other activities.
- Perform other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited four-year college or university in a related field; and, two to three years of progressively responsible library or bookstore experience; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

None

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Modern library administration, including book selection, reference, cataloguing systems, terminology, technology and management.
- Knowledge of trends and developments in the field of library science appropriate to area of assignment.
- Standard reference materials, information sources and research techniques.
- Principles and practices of public relations.
- Appropriate literature, both current and forthcoming in area of assignment.
- Electronically based information systems related to library operations and services.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Community interests and needs.
- Record keeping, report preparation, filing methods and records management techniques.
- Basic budgetary principles and practices.

**Skill in:**

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Using a computer terminal to accurately and rapidly enter and retrieve data and information.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments.
- Communicating clearly and effectively, both orally and in writing.

**Mental and Physical Abilities:**

- Ability to make decisions in accordance with library policies and procedures.
- Ability to provide effective service and communicate with patrons and staff.
- Ability to establish and maintain effective working relationships with others.
- Ability to provide reference assistance to the public.
- Ability to analyze problems and find solutions.
- Ability to read information from a computer and enter data into computer.
- While performing the essential functions of this job the employee is regularly required to stand, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, lift and/or move up to 10 pounds, and speak and hear.

**Working Conditions:**

- Work is performed in an interior environment with some exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet.
- While performing the essential functions of this job the employee is required to stay overnight at remote locations and work a fluctuating schedule on a regular basis (Bookmobile assignment only).

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.